

184 Visitation from American & Foreign Agencies

19 - Correspondence.

2 - January, 1869 through December, 1971

Rcn

**Royal College of Nursing and
National Council of Nurses of the United Kingdom**

Patrons Her Majesty the Queen and Her Majesty Queen Elizabeth the Queen Mother

Henrietta Place Cavendish Square London W1M 0AB

telegrams inland: Remedial Wesdo London overseas: Remedial London W1

telephone 01 - 580 2646

FEB 20 1969

NP
circulate
program

In reply quote ref: BN/MS

18th February 1969

Miss Natalie Petzold,
Director of School of Nursing,
Massachusetts General Hospital,
Fruit Street,
Boston,
Massachusetts 02114,
U.S.A.

Dear Miss Petzold,

Re: Mrs. June V. Richardson

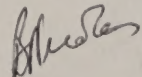
I am writing to introduce to you Mrs. June V. Richardson who has been awarded a scholarship by the Florence Nightingale Trust Fund for travel in the United States and Canada for a twelve week period.

Mrs. Richardson is a qualified Sister Tutor at St. George's Hospital, Hyde Park Corner and she is interested in studying concurrent theory and practice of education. At the same time, she wishes to see the methods of allocating available staff so that nursing service is adequately covered. Mrs. Richardson is interested in all types of preparation for nursing but will be happy to learn about the particular training undertaken in your hospital.

She has asked if it would be possible for her to visit you on Wednesday, 23rd April 1969?

I apologise for the short notice but Mrs. Richardson is only able to be away from her hospital at this time.

Yours sincerely,



B. Nicolas (Mrs)
Secretary
International Department

Rcn

**Royal College of Nursing and
National Council of Nurses of the United Kingdom**

Henrietta Place Cavendish Square London W1M OAB telephone: 01-580 2646
telegrams: Remedial London W1M OAB

In reply quote ref: BN/SWK

12th March, 1969

Miss N. Petzold,
Director of School of Nursing,
Massachusetts General Hospital,
Fruit Street,
Boston,
Massachusetts 02114, U.S.A.

MAR 14 1969

Dear Miss Petzold,

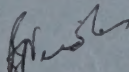
Re: Mrs. June V. RICHARDSON

Thank you for your letter of the 4th March, in which you agree to the visit of Mrs. Richardson on Wednesday, 23rd April 1969.

I am sending a copy of your letter to Mrs. Richardson and am asking her to confirm her visit with you direct.

With many thanks for your help.

Yours sincerely,



B. Nicolas (Mrs)
Secretary,
International Department.

—To open cut here—

Rcn

Sender's name and address:

1a Henrietta Place,

Cavendish Square,

LONDON, W.1. U.K.

AN AIR LETTER SHOULD NOT CONTAIN ANY
ENCLOSURE; IF IT DOES IT WILL BE SURCHARGED
OR SENT BY ORDINARY MAIL.

The 'APSELEY' Air Letter

A John Dickinson Product

Form approved by Postmaster General No.—71995/1Z

—Second fold here—

—First fold here—



Miss N. Petzold,

Director of School of Nursing,

Massachusetts General Hospital,

Fruit Street, Boston,

Massachusetts 02114,

U.S.A.

UNIVERSITÉ D'OTTAWA

ÉCOLE D'INFIRMIÈRES

30, RUE STEWART



Ottawa, Canada

UNIVERSITY OF OTTAWA

SCHOOL OF NURSING

30 STEWART STREET

*ask nurse III
+ W. Wells

February 19, 1969.

Director of Nursing Education,
Massachusetts General Hospital -
School of Nursing,
Boston, Massachusetts.

FEB 21 1969

Dear Director:

We are at present planning field experience for
our students in the Certificate Program of Nursing Education.

Five students are most eager to receive this
experience at your School of Nursing. Would it be possible to
accept these students for a two week observational period from
Wednesday, April 30th to Tuesday, May 13th (week-ends excluded).
The areas of interests are as follows:

Miss Louise Lemieux - Clinical Teaching in Medicine or Surgery
Miss Linda Assad - Clinical Teaching in Medicine
Miss Hélène Bourdon - Clinical Teaching in Obstetrics or Thoracic Surgery
Miss Yolande Labelle - Clinical Teaching in Surgery or Medicine
Miss Nicole Morin - Clinical Teaching in Obstetrics

I am enclosing a copy of our Guide for Field Work
practice and a School calendar for your interest and consideration.

If you feel that you could accept these students, they
would be most interested to know if residence accommodation would
be available to them and at what cost.

Thank you for the attention I know you will give this
request.

Sincerely yours,

Marie Mellon

MM/mb

(Mrs) Marie Mellon,
Assistant Director

April 7, 1969

March 14, 1969

Mrs. Marie Mellon
Assistant Director
University of Ottawa
School of Nursing

30 Stewart Street
Ottawa
Dear Mrs. Mellon, Assistant Director
University of Ottawa School of Nursing
30 Stewart Street
Ottawa, Canada

Dear Mrs. Mellon: I regret the delay in answering your request for field experience for five students in the Certificate Program of Nursing Education; however we wanted to give it every possible consideration. I have enclosed a list of our nursing students' specific areas of interest. Unfortunately, we feel that we shall not be able to provide a worthwhile experience in the two-week period which you designated. Those two weeks come at the end of one term and the beginning of another and would primarily involve student-teacher evaluation conferences and orientation to the next term; they are atypical weeks and would not provide the broad kinds of experiences which you are seeking. It would be extremely difficult in this short period for someone without knowledge of the program here, and the objectives and the implementing experiences, to gain much insight into the focus and effectiveness of student-teacher interaction and the roles and responsibilities of the instructor. I met with your students sometime on April 29th.

We regret very much our inability to meet your request in terms of the criteria and purposes which you specified and the nature of our program at that time.

We shall be happy to try to arrange for a few days of observation or a longer period of field experience at some other time which might be more feasible for us and more worthwhile for your students. We do feel that there are many mutual benefits derived from providing field experiences, and would be pleased to have you consider us again in the future.

Mary B. Macdonald, R.N.
Director, Department of Nursing
Sincerely yours,

MEM:alb
Enclosure

NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing

March 14, 1962

Mrs. Marie Mellon, Assistant Director
University of Ottawa School of Nursing
30 Stewart Street
Ottawa, Canada

Dear Mrs. Mellon:

I regret the delay in answering your request for field experience for five students in the Certificate Program of Nursing Education; however we wanted to give it every possible consideration.

Unfortunately, we feel that we shall not be able to provide a worthwhile experience in the two-week period which you designated. These two weeks come at the end of one term and the beginning of another and would primarily involve student-teacher evaluation conferences and orientation to the next term; they are typical weeks and would not provide the broad kinds of experiences which you are seeking. It would be extremely difficult in this short period for someone without knowledge of the program here, and the objectives and the implementing experiences, to gain much insight into the focus and effectiveness of student-teacher interaction and the roles and responsibilities of the instructor.

We regret very much our inability to meet your request in terms of the criteria and purposes which you specified and the nature of our program at that time.

We shall be happy to try to arrange for a few days of observation or a longer period of field experience at some other time which might be more feasible for us and more worthwhile for your students. We do feel that there are many mutual benefits derived from providing field experiences, and would be pleased to have you consider us again in the future.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

NP:BP

Miss Petzold
April 7, 1969

Mrs. Marie Mellon
Assistant Director
University of Ottawa
School of Nursing
30 Steward Street
Ottawa 2, Canada

Dear Mrs. Mellon:

Miss Petzold has referred to me your letter of March 26, relative to an observation visit for three of your students with a Nurse Clinician on Tuesday, April 29th.

I shall be happy to arrange for such a visit, but it would be helpful to know the students' specific areas of interest. I have enclosed a list of our Nurse Clinicians, along with their areas of specialty.

May I suggest that you discuss their preferences and return the information to me? It may be that they will wish to spend one-half day with each of two nurse clinicians.

I am leaving this week for a much needed vacation in the Bahamas - but my secretary will complete the arrangements for the visit on the basis of your specific requests.

If it is at all possible, I will plan to meet with your students sometime on April 29th.

Please instruct the students to report to my office in the White Building - first floor - at 9:00 am on the 29th.

Sincerely yours,

Mary E. Macdonald, R.N.
Director, Department of Nursing

MEM:elb
Enclosure

UNIVERSITY OF OTTAWA SCHOOL OF NURSING

CERTIFICATE COURSE IN NURSING EDUCATION

GUIDE FOR PLACING AND SUPERVISING STUDENT FIELD PRACTICE

The certificate course in Nursing Education is designed to prepare qualified nurses for the position of instructor or administrator in schools of nursing and hospital departments.

The program of study comprises one academic year and includes lectures, group work, and supervised clinical practice. The program is designed to provide the student with a solid foundation in nursing education and to develop her skills in planning, teaching and supervising student field practice.

**UNIVERSITY OF OTTAWA
SCHOOL OF NURSING**

Supervised field practice is considered to be an integral part of the course. One three-week period is reserved for each student following the theoretical part of the program of study. These are designed to afford the student the opportunity to observe and to put into practice, under guidance, principles and concepts learned during the academic year. The selection of field practice sites is determined largely by the previous experience, special needs and interests of the individual student.

GUIDE FOR STUDENT FIELD PRACTICE

OBJECTIVES OF STUDENT FIELD PRACTICE

1. To assist the student in developing initial competence in the functioning of a clinical area in nursing.
2. To promote an increased understanding of the role of the teacher in the clinical and classroom settings.
3. To help the student develop skills in planning and guiding her own teaching and to apply these skills to her students.
4. To provide the student with an understanding of the organization and administration of a school of nursing and its interrelated departments and services.
5. To increase the student's knowledge of the supervisory process and how it may be effectively used in the administration and supervision of a nursing specialty.
6. To develop an understanding of the complex factors involved in the working relationships of the hospital and its different departments.
7. To develop an increasing awareness and understanding of the relationship and interdependence of nursing education and nursing practice.

PLACING AND SUPERVISING STUDENTS

The University shall, prior to her arrival, provide the institution offering the experience with a summary of the student's professional experience, her special needs, interests and other factors influencing the selection and planning of her field work practice.

UNIVERSITY OF OTTAWA SCHOOL OF NURSING

CERTIFICATE COURSE IN NURSING EDUCATION

GUIDE FOR PLANNING AND SUPERVISING STUDENT FIELD PRACTICE

The certificate course in Nursing Education is designed to prepare qualified nurses for the position of instructor or administrator in schools of nursing and hospital departments.

The program of study comprises one academic year and includes lectures, group discussions, practice in public speaking; practice teaching and field visits to various health and welfare agencies.

Supervised field practice is considered to be an integral part of the Course. One ^{two}three-week period is arranged for each student following the theoretical part of the program of study. These are designed to afford the student the opportunity to observe and to put into practice, under guidance, principles and knowledge learned during the academic year. The selection of fields for this experience is determined largely by the previous experience, special needs and interests of the individual student.

OBJECTIVES OF STUDENT FIELD PRACTICE

1. To assist the student in developing initial competence in the teaching of a clinical area in nursing.
2. To promote an increased understanding of the role of the teacher in the clinical and classroom areas.
3. To help the student develop skill in teaching and guiding basic nursing students and in evaluating their clinical performance.
4. To provide the student with an understanding of the organization and administration of a school of nursing and its interrelating departments and agencies.
5. To increase the student's knowledge of the supervisory process and how it may be effectively used in the administration and supervision of a nursing specialty.
6. To develop an understanding of the complex factors involved in the working relationships of the hospital and its different departments.
7. To develop an increasing awareness and understanding of the relationship and interdependency of nursing service and nursing education.

POLICIES REGARDING STUDENTS

The University shall, prior to her arrival, provide the institution offering the experience with a summary of the student's professional experience, her special needs, interests and other factors influencing the selection and planning of her field work practice.

Students are expected to perform within the administrative framework of the hospital and its school of nursing.

Their time in the field should be directly related to learning experiences and not necessarily based upon the eight-hour work day. Time schedules may be varied to coincide with the type of experience being offered or with the working hours of the personnel providing it.

Students are expected to devote at least 7 hours daily to field work activities and to make the best possible use of the time available. Saturdays and Sundays shall be free for relaxation and outside activities.

The Director of Nursing is requested to notify the University of Ottawa School of Nursing of student illness, unexpected occurrences or problems concerning field practice.

SELECTION OF LEARNING EXPERIENCES

Since the field work period is short it is felt that the student's experience would be more valuable if provided in a single nursing unit rather than rotating through several.

GENERAL PLAN OF FIELD WORK EXPERIENCE

1. Orientation and discussion of:

i) The plan for student's experience

ii) Administration of the School of Nursing

- Student enrollment
- Curriculum planning
- Rotation of students in the clinical area
- Evaluation of students
- Services provided: health; counselling; recreational
- Library

iii) Organization of the Nursing Service

- Administration
- Departmental organization
- Personnel policies
- In-service Education

2. Observation and practice in Ward Administration

- Review of policy book and manual
- Assisting head nurse with time schedules, checking and ordering of supplies and equipment.
- Making ward rounds and reports.

3. Observation and practice in teaching, including:

- Lectures
- Demonstrations
- Morning conferences
- Nursing Care Clinics

Students are expected to perform within the administrative framework of the hospital and its school of nursing.

It is the policy of the school to provide for the student's educational and not necessarily financial needs. The school will not be expected to provide for the student's living expenses. The school will be expected to provide for the student's educational expenses and not necessarily financial needs. The school will not be expected to provide for the student's living expenses. The school will be expected to provide for the student's educational expenses and not necessarily financial needs.

Students are expected to devote at least 7 hours daily to their work activities and to make the best possible use of the time available. Students and faculty shall be free for relaxation and outside activities.

The Director of Nursing is requested to notify the University of Ottawa School of Nursing of student illness, unexpected absences or other items concerning field practice.

SELECTION OF LEARNING EXPERIENCES

Since the field work period is short it is felt that the student's experience would be more valuable if provided in a single working unit rather than spreading through several.

GENERAL PLAN OF FIELD WORK EXPERIENCE

1. Orientation and discussion of:
 (i) The plan for student's experience
 (ii) Administration of the School of Nursing
 Student enrollment
 Curriculum planning
 Rotation of students in the clinical area
 Evaluation of students
 Services provided: health, counselling, recreational, library
 (iii) Organization of the Nursing Service
 Administration
 Professional organization
 Personnel policies
 In-service education
2. Observation and practice in field administration
 Review of policy book and manual
 Assisting head nurse with time schedules, checking and
 ordering of supplies and equipment
 Making ward rounds and reports
3. Observation and practice in teaching, including:
 Lectures
 Demonstrations
 Nursing conferences
 Nursing case studies

4. Observation and practice in guiding basic nursing students in:

- i) giving nursing care and teaching to patients
- ii) preparation and assignment of nursing care studies
- iii) presenting nursing care clinics

Assisting clinical instructors in the evaluation of the clinical performance of students.

5. Weekly conferences with student to discuss progress and specific needs.

6. Attendance at one of each of the following, when possible:

- Supervisors' and Head Nurse Meeting
- School of Nursing Faculty Meeting
- Staff Education program

7. Evaluation and discussion with the student of her performance in the field work period.

The student may wish to devote more time to some of the above areas than others depending upon her own particular needs and interests.

Students who are preparing for positions of administration would not be required to do classroom teaching but should participate in all other aspects of the educational program.

GUIDE FOR USE IN STUDENT EVALUATION

This guide is an attempt to assist you in compiling a discriminating appraisal of the students who are taking field practice under your guidance. It would be appreciated if actual situations were mentioned to illustrate either strong points or marked needs.

In giving your judgment of the student's performance kindly consider the factors listed under each of the following headings which correspond to those of the report form:

Working Relationships

Consider: manner; personality; tactfulness; thoughtfulness; co-operation; ability to establish rapport; attitude towards supervision and authority.

Teaching Ability

Consider: knowledge and organization of subject matter; interest; enthusiasm; initiative; voice; vocabulary; questioning; use of visual aids.

Administrative Ability

Consider: ability to plan and organize work; ability to observe and analyze needs; to use time effectively; judgment; faculty for co-operation; use of equipment and supplies.

Ability to Guide Students in the Clinical Area

Consider: manner; interest in and attitude towards students; expectation re student ability and performance; tactfulness; treatment of student's questions.

Estimate of Potentialities

Consider: interest, initiative, sense of responsibility; adjustment to experience; use of supervision, ability to assume responsibility; indication of leadership potential; capacity to develop; evidence of self-evaluation; strengths or special abilities.

Since the written evaluation indicates the student's progress and need for guidance we ask that it be read by and discussed with her.

The evaluation should be returned to the University of Ottawa School of Nursing as soon as possible following the completion of the field work period.

Ability to Guide Students in the Physical World
Department: Health, Interest in the Physical World
Appreciation to student study and achievement; interest
-; treatment of student's questions.

Estimate of Populational
Department: Health, Interest in the Physical World
Appreciation to student study and achievement; interest
-; treatment of student's questions.

State the written evaluation of the student's performance in the
for guidance we also state the student's achievement.

The evaluation should be referred to the University of Colorado
at Denver as soon as possible. The evaluation of the student
with regard to

Miss M. Petzold
Tickler ✓
up

BOSTON UNIVERSITY SCHOOL OF NURSING

MAY 16 1969

Program for:

Miss K. Oeri-Director, Nursing School, Swiss Red Cross, Berne
Miss E. Aus der Au-Sister Tutor, Nursing School, Swiss Red Cross, Berne

Monday - May 26 - Arrive Boston

Tuesday - May 27 - Boston University, School of Nursing

9:30-10:30 A.M. - Conference with Miss Virginia Arnold Room 614

10:30-11:30 A.M. - Conference with Miss A. Kuba Room 321
Director, Undergraduate Division

12 Noon - Lunch with Misses Hirsch and Arnold

2:00 P.M. - Visit to the Nursing Archives, Mugar Library
Miss M.A. Garrigan, Professor of Nursing,
Undergraduate Division

Wednesday - May 28 - Boston University, School of Nursing

9:30-10:30 A.M. - Tour of building
Miss Janet Hirsch, Assistant Professor of Nursing,
Maternal-Child Health Room 530

11:00 - 12 Noon - Conference with Dr. Eleanor Drummond Room 410
Associate Professor, Undergraduate Division

12:00 - 12:15 P.M. - Dr. Irene S. Palmer, Dean Room 327

2:00 P.M. - Conference with Mrs. Anna T. Howard Room 316
Director, Graduate Division

Thursday - May 29 - Massachusetts General Hospital

→ 9:30 - 12 Noon - Miss Natalie Petzold, Director
School of Nursing

12:30 or 1:00 P.M. - Lunch
Dr. Anne Kibrick, Professor of Nursing
Boston University, School of Nursing

10-11 Tower of
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the most of
the 3 hours
if possible

BOSTON UNIVERSITY



SCHOOL OF NURSING

635 Commonwealth Avenue, BOSTON, MASSACHUSETTS 02215

CHARLES RIVER CAMPUS

May 6, 1969

Miss Natalie Petzold
Director, School of Nursing
Massachusetts General Hospital
Boston, Massachusetts

Dear Miss Petzold:

As a result of a letter sent to Miss MacDonald, I was asked to refer a request to you.

During the months of May and June, Boston University is expecting several International nursing visitors because of the International Council of Nurses' meeting in Canada.

I am seeking your assistance in arranging a visit to your department for two nurses from Berne, Switzerland.

Miss K. Oeri, Director, Nursing School of the Swiss Red Cross

Miss E. Aus-der-Aur, Sister Tutor

They will be in Boston from May 26th to May 30th, and will be involved in a visit to Boston University for the greater part of the week. They are interested in a visit to a diploma school too.

Is it possible to arrange for a visit with you on May 29th in the morning, 9-12? There is some possible adjustment to schedule if necessary.

Thank you for considering this request.

Sincerely,

Janet Hirsch

Janet Hirsch
Associate Professor
Graduate Program in

Maternal and Child Health Nursing

JH:h



Boston, May 29, 1969

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Thermon
Please
in new
Cummings
JUN 2 1969
up.

Miss Natalie Petzold
Director School of Nursing
Massachusetts General Hospital
Boston

Dear Miss Petzold,

After having enjoyed so much
our visit to Massachusetts General
Hospital and to the School of Nursing
attached to it, we want to thank
you very much for having re-
ceived us this morning. We
were very pleased to have your
good introduction into the school-
administration and the very skilled
orientation by one of your students.
She led us very well through
the building so that we also
could get a good impression of
the care which is given to the
patients at your place.

Next week we shall leave
for Detroit and Chicago where
we shall visit some other
schools of nursing. The end of
our tour will be the ICH-
Congress in Montreal.

If you will get to Europe
one day and come to Switzer-
land, we would be very happy
to welcome you and show
you our institution.

With much thanks
Yours sincerely

Miss Kath. Oeri

Miss Elisabeth Anderlin
School of Nursing of the
Swiss Red Cross
Lindenhof

3000 Berne, Switzerland

Thank you very much for
the beautiful Miss. General "during
berge" that you gave me. I will
always remind me of my stay in
Mass General, a unique experience in
my school career.

I am still in Boston and will be
busy again after Easter vacation.

Again, thank you very much
for everything that you did for me
and also thanks to the whole faculty
for making my stay so wonderful.

Sincerely
E. P. 104
yours,
M. Williams



15F600-9

Gibson

M3640
MADE IN U.S.A.
GJ



SKIDMORE COLLEGE
Saratoga Springs, New York 12866
Office of the Dean of the College

To send a transcript

584-5000

518

DEC - 5 1969

February to mid March

10 weeks -

will have degree in late May -

December 3, 1969

A SPA V allots \$ 7 / diem conf. room + expenses -

Dear Miss Petzold,

I am writing you on behalf of one of our students who is from Kenya. She is finishing her work for the Bachelor of Arts degree at Skidmore College at the end of January but will remain in the United States until after the Skidmore commencement in late May because she must take her final comprehensive examination in her major in May.

Not a nurse

Her name is Miss Elizabeth Muchunu and she is a major in Biology. When she returns to her country she is going to teach biology but she has of late become very much interested in the nursing field and wonders if it would be possible for her to teach life sciences in a school of nursing at home. To that end she is seeking the possibility, in the final months she has in the United States, of observing the teaching of sciences in schools of nursing. We have a baccalaureate program in nursing at Skidmore but Miss Muchunu believes that it would be more feasible for her to be aware of the methods of teaching in a diploma school.

What she would like to do, therefore, is to spend some time in several schools of nursing sitting in on lectures and laboratory work and observing the methods used in teaching and the types of text books used. Miss Muchunu is an ASPAU (African Scholarship Program of American Universities) student and her sponsor is willing to support her for this experience. Therefore, what she needs from the various schools is the willingness of the faculty to give her some direction and allow her to sit in on classes.

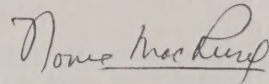
I feel that I can recommend Miss Muchunu with great confidence. She has proved herself to be a young woman of complete integrity and seriousness of purpose. She is finishing Skidmore in three and a half years. It is for this reason that she has the opportunity of this special project, since her sponsor arranged for a four year program when she came to the United States.

I would be most grateful for your honest appraisal of this plan and your advice on whether or not it will be feasible for your

school to help Miss Muchunu. She would need to make arrangements in January so she can start her project early in February.

I thank you in advance for your help.

Sincerely yours,

A handwritten signature in cursive script that reads "Norma MacRury".

Norma MacRury
Dean of the College

Miss Petzold
Director of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

cc: Miss Elizabeth Muchunu
Skidmore

Miss Sabra Hook

/lc

December 15, 1969

January 22, 1970

Miss Norma MacRury
Dean of the College
Skidmore College
Saratoga Springs, New York 12866

Dear Dean MacRury:

We were most interested to receive your letter inquiring about an observation experience in the teaching of sciences for Miss Elizabeth Muchunu, and shall be pleased to accommodate this request.

Our faculty is engaged in teaching the Physical and Biological Sciences (Anatomy & Physiology, Microbiology, and Chemistry) for the Freshmen students from September through mid-May; the third term begins in mid-February. Nutrition and Diet Therapy content, which draws heavily upon science knowledge, is also taught with particular application to health care procedures in Medical-Surgical Nursing and Maternal-Child Nursing; possibly this, too, might be of interest.

We shall be most happy to work out the details of a program beginning in February 1970, and for the period of time which you might specify. I am including information about expenses, since the sponsor may wish to know. Our observation fee in situations such as this is \$25.00 per week. If she should wish to do so, Miss Muchunu would be welcome to live in our Freshman residence at 20 Charles Street, Boston, a ten minute walk to the School building and Hospital. The room charge is \$17.00 per week and meals may be purchased at the Hospital Dining Rooms.

We are sending in a separate mailing a copy of our most recent School Bulletin which may be of interest, and we look forward to hearing from you further.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

NP:BF

December 15, 1969

Miss Norma MacRury
Dean of the College
Saratoga College
Saratoga Springs, New York 12866

Dear Dean MacRury:

We were most interested to receive your letter indicating about an observation experience in the teaching of sciences for Miss Elizabeth Mochum, and shall be pleased to accommodate this request.

Our faculty is engaged in teaching the Physical and Biological Sciences (Anatomy & Physiology, Microbiology, and Chemistry) for the Freshman students from September through mid-May; the third term begins in mid-February. Nutrition and Diet Therapy content, which draws heavily upon science knowledge, is also taught with particular application to health care procedures in Medical-Surgical Nursing and Maternal-Child Nursing; possibly this, too, might be of interest.

We shall be most happy to work out the details of a program beginning in February 1970, and for the period of time which you might specify. I am including information about expenses, since the sponsor may wish to know. Our observation fee in situations such as this is \$25.00 per week. If she should wish to do so, Miss Mochum would be welcome to live in our Freshman residence at 20 Charles Street, Boston, a ten minute walk to the School building and Hospital. The room charge is \$17.00 per week and meals may be purchased at the Hospital Dining Rooms.

We are sending in a separate mailing a copy of our most recent School Bulletin which may be of interest, and we look forward to hearing from you further.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

WP:BF

Miss Petzold

NP
617-726-3135

January 22, 1970

518-584-5000

Miss Norma MacRury
Dean of the College
Skidmore College New York 12866
Saratoga Springs, New York 12866

Dear Miss MacRury:
Dear Dean MacRury:

This confirms our telephone conversation late yesterday afternoon. I am writing to ask about the plans of Miss Elizabeth Muchunu about whom you and Miss Petzold have exchanged letters. Miss Petzold had indicated to you our interest in working out details of a program for her beginning in February 1970, and for a period of time you might specify. Has she decided at what point she might come to us? We understood that she would like to visit several schools, but our several instructors should like to begin planning realistically to be helpful to her. steps involved in arranging a course as part of a program, in defining objectives and selecting course co-

Sincerely yours,

She has met the two Chemistry instructors, both non-nurses of long teaching experience. The others, nurses, she will meet on her arrival.

Helen Sherwin

Coordinator of Science Instruction
and of Psychiatric Nursing

We are not clear about the time to consult with her as we make our plans for her experience with us --- whether she will be there before April 12 or afterward. Since that school is about an hour away by public transportation, some realistic planning is indicated.

We have reserved for her Room 212 at 20 Charles Street, the Freshman students' residence, which she visited yesterday with a counselor and chose from several rooms shown her.

About business arrangements: The charge for the room is seventeen (\$17.) dollars weekly; the observation fee, twenty-five (\$25.) dollars weekly. Meals can be purchased in the hospital cafeteria for cash. She will be billed from the dormitory weekly for the room, and from Miss Petzold's office for the observation fee. Payment may be made weekly or at specified time periods. You have referred to the African Scholarship Program of American Universities which will meet these charges.

Miss Petzold

January 22, 1970
218-2009

Miss Norma MacRury
Dean of the College
Saratoga College
Saratoga Springs, New York 12866

Dear Dean MacRury:

I am writing to ask about the plans of Miss Elizabeth Muehling about whom you and Miss Petzold have exchanged letters. Miss Petzold had indicated to you our interest in working out details of a program for her beginning in February 1970, and for a period of time you might specify.

Has she decided at what point she might come to us? We understood that she would like to visit several schools, but our several instructors should like to begin planning realistically to be helpful to her.

Sincerely yours,

Ms: j
Helen Sherwin
Coordinator of Science Instruction
and of Psychiatric Nursing
We shall be most happy to work out the details of a program beginning in February 1970, and for the period of time which you specify. I am including information about the program, and the school, for your review. It is our hope that you will be able to visit to live in our program sometime in the Spring. The program is a four month wait to the Spring session and the Spring session is in May. We would like to have you in the Spring session.

We are sending in a separate mailing a copy of our report. Please indicate what you are interested in, and we look forward to hearing from you further.

Sincerely yours,

Elizabeth Petzold, M.D.
Director of the School of Nursing

SKIDMORE COLLEGE

Saratoga Springs, New York 12866

Office of the Dean of the College

January 30, 1970

617-726-3135

January 29, 1970

In case of illness, Miss Muchunu may utilize the facilities in the Emergency Ward or the Massachusetts General Hospital Clinics for health care at the usual fees. The School does not assume responsibility for financial or other arrangements for her health care.

We shall be glad to have Miss Muchunu's transcript as we begin to arrange for her involvement in our program.

Miss Norma MacRury

Dean of the College

Skidmore College

Saratoga Springs, New York 12866

Dear Miss MacRury:

This confirms our telephone conversation late yesterday afternoon.

We shall expect Miss Elizabeth Muchunu for a ten-week period, that is, till April 12, 1970 to observe and participate in the teaching of Anatomy and Physiology, Microbiology, and Chemistry as these courses are currently in progress. It would seem desirable for her to follow one class section through each course, so that she has a definite schedule, comes to know the same group of students, and becomes aware of their individual differences in response. We shall also plan for her to attend conferences and teachers' meetings relative to planning and ongoing evaluation, and we shall arrange some special conferences to help her see something of the steps involved in arranging a course as part of a program, in defining objectives and selecting course content.

She has met the two Chemistry instructors, both non-nurses of long teaching experience. The others, nurses, she will meet on her arrival.

We are not clear about the timing and the extent of Miss Muchunu's commitment to Catherine Laboure School of Nursing. We shall need to consult with her as we make our plans for her experience with us --- whether she will be there before April 12 or afterward. Since that school is about an hour away by public transportation, some realistic planning is indicated.

We have reserved for her Room 212 at 20 Charles Street, the Freshman students' residence, which she visited yesterday with a counselor and chose from several rooms shown her.

About business arrangements: The charge for the room is seventeen (\$17.) dollars weekly; the observation fee, twenty-five (\$25.) dollars weekly. Meals can be purchased in the hospital cafeteria for cash. She will be billed from the dormitory weekly for the room, and from Miss Petzold's office for the observation fee. Payment may be made weekly or at specified time periods. You have referred to the African Scholarship Program of American Universities which will meet these charges.

SPECIAL DELIVERY

617-722-3132

January 29, 1970

Dear Miss MacArthur:
Dean of the College
Skidmore College
Saratoga Springs, New York 12866

January 29, 1970

This confirms our telephone conversation late yesterday afternoon. We shall expect Miss Elizabeth MacArthur for a ten-week period, that is, till April 12, 1970 to observe and participate in the teaching of anatomy and physiology, microbiology, and chemistry as these courses are currently in progress. It would seem desirable for her to follow one class session through each course, so that she has a definite schedule, comes to know the same group of students, and becomes aware of their individual differences in response. We shall also plan for her to attend conferences and teachers' meetings relative to planning and ongoing evaluation, and we shall arrange some special conferences to help her see something of the steps involved in arranging a course as part of a program, in defining objectives and selecting course content. We would like to visit several schools, but she would like to visit several schools, but she would like to visit several schools. She has met the two Chemistry instructors, both non-nurses of long teaching experience. The others, nurses, she will meet on her arrival. Sincerely yours,

We are not clear about the timing and the extent of Miss MacArthur's commitment to Catherine Laboure School of Nursing. We shall need to consult with her as we make our plans for her experience with us - whether she will be there before April 12 or afterward. Since that school is about an hour away by public transportation, some realistic planning is indicated.

We have reserved for her Room 212 at 20 Charles Street, the freshmen students' residence, which she visited yesterday with a counselor and chose from several rooms shown her.

About business arrangements: The charge for the room is seventeen dollars weekly; the observation fee, twenty-five (\$25.) dollars weekly. Meals can be purchased in the hospital cafeteria for cash. She will be billed from the dormitory weekly for the room, and from Miss Petzold's office for the observation fee. Payment may be made weekly or at specified time periods. You have referred to the African Scholarship Program of American Universities which will meet these charges.



SKIDMORE COLLEGE
Saratoga Springs, New York 12866
Office of the Dean of the College

January 30, 1970

In case of illness, Miss Muchunu may utilize the facilities in the Emergency Ward or the Massachusetts General Hospital Clinics for health care at the usual fees. The School does not assume responsibility for financial or other arrangements for her health care.

Dear Miss Muchunu, I hope we have not disturbed Elizabeth Muchunu's observation experience in your School of Nursing. I have asked Elizabeth to telephone you to confirm the arrangement. We shall be glad to have Miss Muchunu's transcript as we begin to arrange for her involvement in our program.

Elizabeth explained to me her reluctance in accepting your kind offer of housing for the month. We shall expect her at Miss Petzold's office, Ruth Sleeper Hall, on Tuesday morning, February 3, at nine o'clock. We are very happy to have her so closely associated with our faculty and to share with us her perspectives from another country. Elizabeth also would give her some companionship in the dormitory situation with you and so have no objection to this arrangement if it does not inconvenience you. She is a prompt and dependable young woman, so I do not think that her living out of residence will be a tardiness in meeting her course hours with you.

I explained to Elizabeth that ten weeks would be the best arrangement for her stay in Massachusetts General, and that the length of stay was because she had not been to see Sister Angelica and did not know when was the best time for her to observe at that hospital.

H.S.1
c.c. Miss Muchunu
Miss Petzold
Mr. Tierney

Telephone 617-726-3158

I very much appreciate your willingness to accept Elizabeth as a visitor with the status of guest of the faculty and hope that she will be able to contribute to your student body in some way as a recompense for the wonderful opportunity you are offering her.

At the present time, Elizabeth's funds are in transition between Skidmore College and the sponsoring agency, ASPAU. Our Business Office is going to be in touch with ASPAU to confirm the arrangements so that Elizabeth will have the funds to pay the \$25.00 a week observation fee, and she will also have personal funds for her maintenance. I appreciate your statement that Elizabeth will not have to pay in advance, but will suggest that the sponsoring agency make arrangements to pay you as soon as possible.

Once again, my deep appreciation for your helpfulness.

Sincerely yours,

Norma MacRury

Norma MacRury
Dean of the College

NM:mj
cc: Miss Elizabeth Muchunu

Miss Helen Sherwin, Coordinator of
Science Instruction and Psychiatric Nursing
Massachusetts General Hospital School of Nursing
Boston, Massachusetts 02114

SPECIAL DELIVERY

617-332-3132

In case of illness, Miss Muchum may utilize the facilities in the Emergency Ward or the Massachusetts General Hospital Clinics for health care at the usual fees. The School does not assume responsibility for financial or other arrangements for her health care.

We shall be glad to have Miss Muchum's transcript as we begin to arrange for her involvement in our program.

We shall expect her at Miss Petzold's office, Ruth Sleeper Hall, on Tuesday morning, February 3, at nine o'clock. We are very happy to have her so closely associated with our faculty and to share with us her perspectives from another country.

This course is a telephone conversation with Miss Muchum. We shall expect Miss Muchum to participate in the teaching and learning process. It would be desirable for her to follow the class in person, if possible, as she can see and hear the students and the Coordinator of Science Instruction and of Psychiatric Nursing. Miss Muchum is a special consultant in the field of nursing and is currently working on a project in the field of nursing and consulting course content.

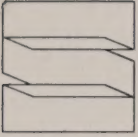
c.c. Miss Muchum
Miss Petzold
Mr. Tierney

Telephone 617-332-3132

It is our hope that the two University instructors, both of whom are nursing experienced, will meet on her arrival. We are not clear about the timing and the amount of time that will be spent in Cambridge. It is our hope that the two University instructors will be able to spend some time with her in the hospital and in the community. It is our hope that the two University instructors will be able to spend some time with her in the hospital and in the community. It is our hope that the two University instructors will be able to spend some time with her in the hospital and in the community.

We have reserved for her Room 212 at 30 Garden Street, and have arranged for a telephone, which she should contact with a telephone and those from several rooms down the hall.

About business arrangements: The charge for the room is \$10.00 (S17.00) dollars weekly; the observation fee, \$10.00 (S17.00) dollars weekly. Meals can be purchased in the hospital cafeteria for \$1.00. The will be billed from the dormitory weekly for the room, and from Miss Petzold's office for the observation fee. Payment may be made weekly or as specified in the contract. You have referred to the observation Program of American Universities which will require payment.



SKIDMORE COLLEGE

Saratoga Springs, New York 12866

Office of the Dean of the College

January 30, 1970

Dear Miss Sherwin,

I hope we have clarified some of the questions about Elizabeth Muchunu's observation experience in your School of Nursing. I have asked Elizabeth to telephone you to confirm the arrangements.

Elizabeth explained to me her reluctance in accepting your kind offer of housing for the month. Since she has family friends in Boston who could supply her with a room and allow her to share meals, she feels that it would cost less and also would give her some companionship at night. I am quite sure that she might find the dormitory situation with you somewhat lonely, and so have no objection to this arrangement if it does not inconvenience you. She is a prompt and dependable young woman, so I do not think that her living out of residence would cause tardiness in meeting her course hours with you.

I explained to Elizabeth that ten weeks would be the best arrangement for her stay in Massachusetts General, and that then she could go to Catherine Labouré for the remainder of the time. I guess that her vagueness about the length of stay was because she had not been to see Sister Angelica at Catherine Labouré and did not know when was the best time for her to observe at that hospital.

I very much appreciate your willingness to accept Elizabeth as a visitor with the status of guest of the faculty and hope that she will be able to contribute to your student body in some way as a recompense for the wonderful opportunity you are offering her.

At the present time, Elizabeth's funds are in transition between Skidmore College and the sponsoring agency, ASPAU. Our Business Office is going to be in touch with ASPAU to confirm the arrangements so that Elizabeth will have the funds to pay the \$25.00 a week observation fee, and she will also have personal funds for her maintenance. I appreciate your statement that Elizabeth will not have to pay in advance, but will suggest that the sponsoring agency make arrangements to pay you as soon as possible.

Once again, my deep appreciation for your helpfulness.

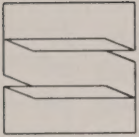
Sincerely yours,

Norma MacRury
Dean of the College

NM:mj
cc: Miss Elizabeth Muchunu

Miss Helen Sherwin, Coordinator of
Science Instruction and Psychiatric Nursing
Massachusetts General Hospital School of Nursing
Boston, Massachusetts 02114

SPECIAL DELIVERY



SKIDMORE COLLEGE

Saratoga Springs, New York 12866

Office of the Dean of the College

BACKGROUND OF ELIZABETH MUCHUNU

Home: Nairobi, Kenya

Born: December 3, 1946

Attended Kanuhia Girls High School.

Recommended highly by the African Scholarship Program of American Universities.

Major: Biology

Goal: To teach science in hospital programs in Kenya.

Skidmore Education: Has done well academically. Was able to complete her four year program one term early by summer school work. She is dependable, quiet but has a nice sense of humor when she is at ease. We have found her very cooperative although there is considerable determination which sometimes appears to be obstinacy. She accepts correction and a firm hand courteously. I would hope that you would her a pleasant addition to your circle at the hospital.

Norma MacRury
Dean of the College

NM:mj

497 Huntington Ave,

Apt # 51.

Boston, Mass. 02115.

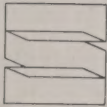
MAR 24 1970 • 23rd March, 1970.

Dear Miss Petzold,

I would like to submit a request for terminating my observations at M.G.I. on March 24 instead of April 12. I have learned a great deal, and I know there is much more to learn; yet I feel it might be better if I observed a different situation in the remaining time.

I am planning to do some voluntary teaching in highschool especially since I might be required to teach in high-school when I get home. I also plan to send some kind of report on my observations before I leave. I very much hope that my change in plans will not be of great inconvenience.

Sincerely yours,
Elizabeth Machin



SKIDMORE COLLEGE
Saratoga Springs, New York 12866
Office of the Dean of the College

To Miss Petrol

March 25, 1970

Dear Miss Sherwin,

Miss Elizabeth Muchunu tells me that she would like to terminate her observation with your Department at the end of this month. We would approve this request to enable her to have another type of experience in the Boston area.

I understand that the observation fee is \$25.00 weekly, and according to my records Miss Muchunu will have been with you for seven weeks. If you would be so kind as to send Skidmore College a bill in my care, we will see that her observation expenses are covered for the above mentioned period.

Once again, I thank you for your cooperation in this situation. I know it has been a helpful one for Miss Muchunu.

Sincerely yours,

Norma MacRury
Dean of the College

NM:mj

cc: Miss Elizabeth Muchunu
Mrs. Heather H. Monroe,
African-American Institute
Business Office,
Attention: Mr. Butler

Miss Helen Sherwin
Coordinator of Science Instruction
School of Nursing
Massachusetts General Hospital
Boston, Massachusetts 02114

Weeks of
Tues. Feb 3 arrived
Mon Feb 9
16
23
March 2
9
16
23
8 weeks

March 26, 1970

Miss Elizabeth Muchunu
497 Huntington Ave. Apt. #51
Boston, Mass. 02115

Dear Miss Muchunu:

This is to confirm the fact that you wish to terminate your observation experiences with us on March 27 instead of April 12, 1970. We can understand your wish to spend some time in a different situation to add to the breadth of your experience.

We have enjoyed having you with us, even for a brief stay, and truly hope that you have gained something worthwhile and in keeping with your objectives. I regret that we did not have the opportunity to spend more time with you and that the rest of the faculty, other than those with whom you were most closely associated, did not get to know you.

Our very best wishes go with you.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

NP:BF

My impression is that Miss Muchunu remains uncertain of her goals on her return to Africa. She seems to have enjoyed her two months with us, and we have enjoyed having her.

Sincerely yours,

March 30, 1970

Natalie Patock, B.S.

Director of the School of Nursing

HB:j

Miss Norma MacRury
Dean of the College
Skidmore College
Saratoga Springs, New York 12866

Dear Miss MacRury:

Elizabeth Muchunu, who has been with us as an observer since February 3, will leave us at the end of Friday, March 27. She has decided on the basis of this observation that to teach in schools of nursing in Kenya is probably not advisable for her. She also found in several British nursing journals in our library several articles about nursing and nursing education in African countries, including Kenya. She has expressed interest in public school teaching, however, and may pursue this further in the weeks ahead.

She stayed in the freshman dormitory for a week and then joined friends in an apartment outside, as she had planned to do.

We assigned her to follow one of our four freshman section (about thirty students) through all classroom and laboratory meetings in Chemistry, Anatomy and Physiology, and Microbiology. We thought she would come to know some of the students this way during her short stay, and this proved to be the case. Recognizing some of their difficulties, she offered to tutor several of them. Due to their resignation or illness, this did not work out, but we were grateful for her offer..

Miss Gibbons, instructor in Anatomy & Physiology and Microbiology writes: "Miss Muchunu was cooperative, friendly and interested. She was well prepared in sciences. She attended lectures, discussions and laboratory sessions and actively participated in labs. She worked well with the students and they readily accepted her as a member of the group. She demonstrated interest in class material and methods of teaching, even to the point of purchasing our textbook and manual. Most of her time was spent studying our outlines and books, when not in class or in conference with us. I found her eager to learn as much about the program as possible."

Mrs. Tamminen, instructor in Chemistry, writes: "Miss Elizabeth Muchunu attended chemistry classes with both Sections II and III. She was an interested spectator. I believe she gained some insight into the problems involved with the teaching and integration of chemistry in a school of nursing."

March 30, 1970

Miss Norma MacRury
Dean of the College
Skidmore College
Saratoga Springs, New York 12866

Dear Miss MacRury:

Elizabeth Muehnm, who has been with us as an observer since February 3, will leave us at the end of Friday, March 27. She has decided on the basis of this observation that to teach in schools of nursing in Kenya is probably not advisable for her. She also found in several British nursing journals in our library several articles about nursing and nursing education in African countries, including Kenya. She has expressed interest in public school teaching, however, and may pursue this further in the weeks ahead.

She stayed in the freshman dormitory for a week and then joined friends in an apartment outside, as she had planned to do.

We assigned her to follow one of our four freshman sections (about thirty students) through all classroom and laboratory meetings in Chemistry, Anatomy and Physiology, and Microbiology. We thought she would come to know some of the students this way during her short stay, and this proved to be the case. Recognizing some of their difficulties, she offered to tutor several of them. Due to their resignation or illness, this did not work out, but we were grateful for her offer.

Miss Gibbons, instructor in Anatomy & Physiology and Microbiology writes: "Miss Muehnm was cooperative, friendly and interested. She was well prepared in sciences. She attended lectures, discussions and laboratory sessions and actively participated in labs. She worked well with the students and they readily accepted her as a member of the group. She demonstrated interest in class material and methods of teaching, even to the point of purchasing our textbook and manual. Most of her time was spent studying our outlines and books, when not in class or in conference with us. I found her eager to learn as much about the program as possible."

Mrs. Tammner, instructor in Chemistry, writes: "Miss Elizabeth Muehnm attended chemistry classes with both Sections II and III. She was an interested spectator. I believe she gained some insight into the problems involved with the teaching and integration of chemistry in a school of nursing."

My impression is that Miss Muchunu remains uncertain of her goals on her return to Africa. She seems to have enjoyed her two months with us, and we have enjoyed having her.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

HS:j

Elizabeth Muchunu

My impression is that Miss Mochum remains uncertain of her goals on her return to Africa. She seems to have enjoyed her two months with us, and we have enjoyed having her.

Sincerely yours,

Miss Norma MacBry
Dean of the College
Baltimore College
Baltimore Springs, New York 12866

Natalie Petzold, R.N.
Director of the School of Nursing

Ms. 1
Miss MacBry

Kilabesh Mochum, who has been with us as an observer since February 3, will leave us at the end of Friday, March 27. She has decided on the basis of this observation that to teach in schools of nursing in Kenya is probably not advisable for her. She also found in several British nursing journals in our library several articles about nursing and nursing education in African countries, including Kenya. She has expressed interest in public school teaching, however, and may pursue this further in the weeks ahead.

She stayed in the freshmen dormitory for a week and then joined friends in an apartment outside, as she had planned to do.

We assigned her to follow one of our four freshmen sections (about thirty students) through all classroom and laboratory meetings in Anatomy, Histology and Physiology, and Microbiology. We thought she would come to know some of the students this way during her short stay, and this proved to be the case. Recognizing some of their difficulties, she offered to tutor several of them. Due to their resignation or illness, this did not work out, but we were grateful for her offer.

Miss Gibbons, instructor in Anatomy & Physiology and Microbiology writes: "Miss Mochum was cooperative, friendly and interested. She was well prepared in sciences. She attended lectures, discussions and laboratory sessions and actively participated in labs. She worked well with the students and they readily accepted her as a member of the group. She demonstrated interest in class material and methods of teaching, even to the point of purchasing our textbook and manual. Most of her time was spent studying our outlines and books, when not engaged in conferences with us. I found her eager to learn as much about the program as possible."

Mrs. Tammes, instructor in Chemistry, writes: "Miss Kilabesh Mochum attended chemistry classes with both Sections II and III. She was an interested spectator. I believe she gained some insight into the problems involved with the teaching and investigation of chemistry in a school of nursing."

Received 1/13/70
April 13, 1970

MASSACHUSETTS GENERAL HOSPITAL, SCHOOL OF NURSING
OBSERVATION FROM THE MONTH OF FEBRUARY TO MARCH

MA 1 0340

Having attended Skidmore college, a liberal arts school with a much large student body, my stay at the Mass. General-School of nursing was a unique experience. The difference lay not only in the student body composition, but mainly in the fact that it is a nursing school with specialized curriculum geared to a specific goal.

The most striking thing about the courses in the school is the careful cor-ordination to the extent of trying to relate different courses where possible.

While the academic load seems rather heavy for the students (1 year) they seem to carry it with considerable ease, a fact which may be attributed to the encouragement, concern and the devotion portrayed by the instructors.

Before I began my observations, I was completely unaware that there may be some differences in approach and the emphasis by instructors. For instance, a nursing instructor whether an AN or not orient his or her lessons in such a way as to relate to the diseases where possible or to the problems the nursing student is likely to encounter when she gets out into the world. Having sat in the science classes, I know for sure that they put very much emphasis on diseases and as far as the other courses go, I am assuming and I believe I am right in thinking that, they too are directed towards helping the student to better understand his role among the patients or the other people who may need his help.

I do feel I have learned a great deal, some things which may even have some influences on my future career.

Since I only had the chance of observing in this school, I cannot make any justified comparisons with other schools. However, I feel very strongly that the students in this school are very fortunate to have the opportunity of doing their nursing at Mass. General.

Elizabeth Muchunu

My impression is that Miss Johnson's results were of the
kind on her return to Africa. She seems to have enjoyed her
months with us, and we have enjoyed having her.

Sincerely yours,
[Signature]

Harold P. [Name]
Director of the School of Nursing

1111 [Address]
[City]
[State]
[Zip]

Enclosed find a letter from the [Name] dated [Date] and a letter from [Name] dated [Date]. The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date]. The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date].

The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date]. The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date].

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The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date]. The letter from [Name] is a copy of a letter from [Name] to [Name] dated [Date].

Received 4/13/70

April 13, 1970

MASSACHUSETTS GENERAL HOSPITAL, SCHOOL OF NURSING
OBSERVATION FROM THE MONTH OF FEBRUARY TO MARCH

Having attended Skidmore college, a liberal arts school with a much larger student body, my stay at the Mass. General-School of nursing was a unique experience. The difference lay not only in the student body composition, but mainly in the fact that it is a nursing school with specialized curriculum geared to a specific goal.

The most striking thing about the courses in the school is the careful co-ordination to the extent of trying to relate different courses where possible.

While the academic load seems rather heavy for the students (1 year) they seem to carry it with considerable ease, a fact which may be ^{greatly} attributed to the encouragement, concern and the devotion portrayed by the instructors.

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Elizabeth Muchunu



PAN AMERICAN HEALTH ORGANIZATION

MASSACHUSETTS GENERAL HOSPITAL, SCHOOL OF NURSING

APR 13 1970

OBSERVATION FROM THE MONTH OF FEBRUARY TO MARCH

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While the avademic load seem rather heavy for the students (lyear) they seem to carry it with considerable ease, a fact which may be partly attributed to the encouragement concern and the devotion portrayed by the instructors. For instance, a nursing instructor whether an RN or not orient his or her lessons in such a way as to relate to the diseases where possible or to the problems the nursing student is likely to encounter when she gets out into the world. Having sat in the science classes, I know for sure that they are clinically oriented as far as the other courses go, I am assuming and I believe I am right in thinking that, they too are directed towards helping the student to better understand his role among the patients or the other people who may need his help.

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Since I only had the chance of observing in this school, I cannot make any justified comparisons with other possible schools. However, I feel very strongly that the students in this school are very fortunate to have the opportunity of doing their nursing at Mass. Genera.

Position and Duties to which Returnings: Same
(if different from present)

Elizabeth Muchunu

Purpose of Fellowship and Special Interest:

1. Nursing Service.
2. Nursing Education
3. University Nursing Programmes.

APR 1 1950

MASSACHUSETTS GENERAL HOSPITAL, SCHOOL OF NURSING

OBSERVATION FROM THE MONTH OF FEBRUARY TO MARCH

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Elizabeth Muehler



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

525 TWENTY-THIRD STREET, N.W., WASHINGTON, D.C. 20037, U.S.A.

CABLE ADDRESS: OFSANPAN

IN REPLY REFER TO:

BIOGRAPHICAL INFORMATION

TELEPHONE 223-4700

Name: Miss Mabel Mela Ram

Country: India

Birth Date and Sex: 8 October 1927

Length of Award: 3 months

Marital Status: Single

Starting Date: 12 January 1970

Home Address: Lady Hardinge Hospital
New Delhi 1, India

Field of Study: Nursing Service Administration

Country(ies) and Place(s) of Study:

United States and Canada

Educational Background and Training:

1932-1941	Kinard School, Lahore	Primary and Secondary	Matriculation Cert.
1945-1947	Govt. College, Peshawar	Junior College	Inter-Science Cert.
1947-1949	V.J. Hospital, Amritsar	Nursing	Gen. Nursing Cert.
1952-1953	Lady Reading Hosp, Simla	Nursing Midwifery	Midwifery Cert.
1958-1959	College of Nursing	Nursing Administration	Nurs. Adm. Diploma

Present Position: Assistant Nursing Superintendent, Nurs. Serv. Dept. Lady Hardinge Hsp.

Duties: Nursing administration

Since June 1961

Previous Experience:

1950-1951	Staff Nurse, V.M. Hospital	(Bed-Side Nursing)
1953-1955	Staff Nurse	(Operation Theatre)
1955-1956	O.T. Sister	(Operation Theater Sister. Supervision)
1950-1958	Pediatric Ward Sister	
1959-1961	" " "	

Position and Duties to which Returning: Same
(if different from present)

Purpose of Fellowship and Special Interest:

1. Nursing Service.
2. Nursing Education
3. University Nursing Programmes.



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
Washington, DC 20201

JAN 22 1970

January 15, 1970

REFER TO: BHM/FSEB

Miss Natalie Petzold
Director, School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

Dear Miss Petzold:

This is to confirm our recent telephone conversation concerning a two-day program, February 26-27, for Miss Mabel Mela Ram of India, a recipient of a three-month WHO travel grant to study Nursing Education, Hospital Nursing Service, and University programs in the United States and Canada.

Miss Mela Ram is the Assistant Nursing Superintendent of the Lady Hardinge Hospital in New Delhi, which is the government hospital for women and children. This hospital has a diploma school of nursing and also provides clinical experience for nursing students at the baccalaureate and master levels for two colleges of nursing at New Delhi and Chandigarh.

Since Miss Mela Ram is an advisor to the Nursing Student Association in India, she has expressed an interest in meeting with nursing students if it is possible.

Miss Mela Ram is an active member in the Indian Nursing Council and has been requested to consider the nomination for the position of president in the future.

As Assistant Nursing Superintendent, Miss Mela Ram is interested in nursing services and supportive service as they relate to the patient care and development of nursing skills.

1963.

2.

Thank you for arranging this program for Miss Mela Ram which I am sure she will find most interesting and beneficial.

I have asked the participant to report to your office at 9:00 AM on Thursday, February 26.

Sincerely yours,

M Elizabeth Darden

(Mrs.) M. Elizabeth Darden, R.N.
Program Director
Foreign Students Education Branch
Room 1004 HEW South Building

Professional Preparation:

State Registered Nurse

Post 1 Midwifery Course

Enclosures: Itinerary (1)

Biodata (4)

(c) Functional (kindly tick)

(a) Administration

(b) Teaching

one attached sheet

Professional Experience:

and dates

State Superintendent

Nurse - Principal Nurse

any special observation requested:

I should welcome the opportunity of
meeting, as an observer, any short
course or conference on any aspect
of nursing.

2nd January, 1970

Date

Secretary, International Dept., I.C.N.

Kindly return to International Department, I.C.N., London, W.1.

* The dates thereafter can be printed upon visiting card and the
period could be extended by one week, i.e. to 12.5.1970.

1969.

THE ROYAL COLLEGE OF NURSING AND NATIONAL COUNCIL
OF NURSES OF THE UNITED KINGDOM

PROFESSIONAL BIOGRAPHY AND OBSERVATION REQUEST

Name: **ELLA GIBBON**

Sponsor: **Board of Governors
Westminster Teaching
Hospital Group,
London, England.**

Permanent Address: **20 Page St.,
London S.W.1.**

City and Dates of Visit:
**New York } between 15 April and
Boston } 12 May, commencing N.Y.
Toronto/ Montreal } ***

Name and Address of present employer:

**Board of Governors of Toronto/ Montreal }
Westminster Hospital
Dean Ryle St., London SW1**

Areas of interest:

Present position:

**Principal of School of Nursing
(Principal Nursing Officer(9)(Education))**

(1) Clinical **See attached sheet**

Give any offices held in National
Nurses' Association and ICN:

Professional Preparation:

**State Registered Nurse
Part 1 Midwifery Course
Nurse Teachers Diploma of
London University**

(2) Functional (kindly tick)

(a) Administration **see attached**
(b) Teaching **sheet**

Professional Experience:

**Ward Sister
Night Superintendent
Tutor - Principal Tutor**

Any special observation requested:

**I should welcome the opportunity of
joining, as an observer, any short
seminar or conference on some aspect
of management.**

Date **22nd January, 1970**
.....

L. B. M.
.....
Secretary, International Dept., Rcn.

Kindly return to International Department, Rcn, London, W.1.

* The dates thereafter can be planned round visits; and the
period could be extended by one week, i.e. to 19.5.1970.

Royal College of Nursing and
National Council of Nurses of the United Kingdom

Marble Arch - Grosvenor Square London, W1 Tel 01-580 2510
Registered Nurses' Council Ltd

Areas of Interest

I should be grateful for the opportunity of observing
in at least 3 Schools of Nursing, one a Hospital School,
one based on a Junior College and one a degree course,
especially in regard to :-

- a) programme content and timing
- b) field work (practical experience in wards,
departments and the community)
- c) evaluation of results

It would be of great interest to me to discuss these
aspects with a Nurse Administrator and a Hospital
Administrator also, if this could be arranged.

Rcn

**Royal College of Nursing and
National Council of Nurses of the United Kingdom**

Henrietta Place Cavendish Square London W1 Tel 01-580 2646
telegrams: Remedial London W1

JAN 30 1970

Our ref: MD/SMC

28th January, 1970.

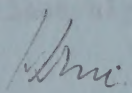
Miss Natalie Petzold,
Director of School of Nursing,
Massachusetts General Hospital,
Fruit Street,
Boston, Mass 02114.

Dear Miss Petzold,

re: Miss Ella Gibbon

I am writing to introduce Miss Gibbon, who is Principal Tutor at the Westminster Hospital, London, a training school for both the General Register (S.R.N.) and for the State Enrolled Nurse (two-year programme). Miss Gibbon has been awarded a scholarship by the Board of Governors to visit America and Canada. I enclose her biography form and wonder whether it will be possible for her to visit your hospital on Tuesday, 21st April 1970.

Yours sincerely,



M. Dreier (Miss)
Assistant Secretary,
International Department.

WORLD HEALTH ORGANIZATION

February 9, 1970

Mrs. M. Elizabeth Darden, R.N.
Program Director
Foreign Students Education Branch
Room 1004 HEW South Building
Public Health Service
Washington, DC 20201

Dear Mrs. Darden:

Thank you for sending the biographical material and proposed itinerary of Miss Mela Ram of India who is to visit us at the Massachusetts General Hospital February 26 and 27.

Enclosed are our policies for visitors and a copy of the program which has been planned for her visit to the School of Nursing on February 26. The Associate Director of the Nursing Department is planning Miss Ram's program for the following day.

We would be delighted to have Miss Ram as our guest the nights of February 25, 26, and 27 if she wishes to stay here, and have reserved the guest room in Walcott House, 32 Fruit Street, Boston for her.

Sincerely yours,

Encs.
NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

525 TWENTY-THIRD STREET, N.W., WASHINGTON, D.C. 20037, U.S.A.

CABLE ADDRESS: OFSANPAN

TELEPHONE 223-4700

IN REPLY REFER TO: HR/FEL-1135/C-70

FEB 20 1970

17 February 1970

Miss Natalie Petzold
Director of the School of
Nursing
Massachusetts General Hospital
Boston, Mass. 02114

Dear Miss Petzold:

Mrs. Darden has sent us a copy of your letter of 9 February relative to the forthcoming visit of Mabel Mela Ram of India. As you know Miss Mela Ram is sponsored by the World Health Organization.

The program you have arranged for this visitor looks most interesting and we are confident Miss Mela Ram will find her discussions and observations useful and enjoyable.

We note your policy to charge a fee for visitors. This is quite acceptable and we ask only that an invoice be submitted in duplicate.

Your interest and cooperation are deeply appreciated.

Sincerely,

Jeanne LaMotte, R. N.
Training Officer, Fellowships
Dept. of Human Resources Development



COUNTY GENERAL HOSPITAL

Milwaukee County

DUANE E. JOHNSON • Hospital Administrator

FEB 17 1970

February 12, 1970

Miss Natalie Petzold, Director of the School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

Dear Miss Petzold:

The School of Nursing Advisory Committee, the Long Terms Goal Committee of the Alumni Association and the faculty of the Milwaukee County General Hospital School of Nursing are engaged in a joint project to write a Position Paper on the future of the school.

In February of 1968 the Proposed Organizational Structure for a Medical Center to be located in Milwaukee County was published. Considerable planning has been going on since that time and the Southeastern Wisconsin Medical Center is well on its way to becoming a reality.

An outside firm's services were purchased as the master planners and they have been working on their project since October 27, 1969.

The school of nursing will soon be called upon to present their plan for the future of the school in this setting. We have been asked to project our plans for 5, 10, and 20 years hence.

Our school is an NLN accredited diploma program with an enrollment of 280 students, the largest diploma school in Wisconsin. We began an affiliation with the University of Wisconsin Waukesha for freshman year non-nursing subjects in September 1969. We are enclosing our school brochure for additional information.

My purpose in writing to you is to request a conference to discuss the place of a diploma school of nursing in a major medical center and to share thinking on the future of schools such as ours. I am also writing to Dr. John Knowles to request a conference.

8700 WEST WISCONSIN AVENUE

MILWAUKEE, WISCONSIN 53226

TELEPHONE 258-2040

EDWIN A. MUNDY, Director
Institutions & Departments

BOARD OF PUBLIC WELFARE
WILLIAM F. O'DONNELL, Chairman • WILLIS A. ERASMUS
EDWARD SCHROEDER • ERWIN A. DRICHTA • JOHN A. HEIDENREICH

JOHN R. PETERSEN, M.D.
Director of Medical Services

We realize this is considerable to ask of you, but we consider the project of such importance, that the Alumni Association agreed to underwrite the cost of this trip to a leading hospital and diploma school of nursing to gain first-hand information.

We will be very grateful if you and Dr. Knowles will be able to find time in your busy schedules to spend an hour or so with me.

Would Thursday, March 12 or Friday, March 13 be suitable for you? The time of the day would be at your convenience. If either day is unsuitable and you are willing to share your thinking with me, please suggest an alternate date.

Sincerely yours,

Mrs. Margaret A. Bahr, R.N.

(Mrs.) Margaret A. Bahr, R.N.
Director, School of Nursing

MAB/cl
Enclosure

Thurs. @ 9:30

167-252-2
271-252-2

Thurs 9³⁰ AM

*I can arrange
for either
daytime!
Does Mrs. Bahr
Has Dr. Knowles
He'd better?
Does he
To confer?
if so
which
day/time
best?*

up



COUNTY GENERAL HOSPITAL

Milwaukee County

February 19, 1970

Mrs. Margaret A. Bahr, R.N.
Director, School of Nursing
Milwaukee County General Hospital
8700 West Wisconsin Avenue
Milwaukee, Wisconsin 53226

Dear Mrs. Bahr:

I am sorry that Doctor Knowles is not going to be able to see you, but I will be glad to have a conference with you and am wondering if 9:30 a.m. on Thursday, March 12 would be a convenient time. We would meet in my office on the first floor of Ruch Sleeper Hall which is located at 40 Parkman Street, Boston.

It sounds like a very interesting and worthwhile project which you are undertaking. I am looking forward to learning more about it, and shall be delighted to be of whatever assistance I can.

Sincerely yours,

NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing

(Mrs.) Margaret A. Bahr, R.N.
Director, School of Nursing

MAB/cl



COUNTY GENERAL HOSPITAL

MAR 2 1970

Milwaukee County

February 26, 1970

Miss Natalie Petzold, R.N.
Director of the School of Nursing
Massachusetts General Hospital
School of Nursing
Fruit Street
Boston, Massachusetts 02114

Dear Miss Petzold:

I was happy to receive your note of February 19, 1970 informing me of your availability for a conference on Thursday, March 12 at 9:30 a.m.

I am looking forward to discussing with you some of the mutual concerns of nursing and diploma programs.

See you on March 12.

Sincerely yours,

(Mrs.) Margaret A. Bahr, R.N.
Director, School of Nursing

MAB/cl

8700 WEST WISCONSIN AVENUE

MILWAUKEE, WISCONSIN 53226

TELEPHONE 258-2040

EDWIN A. MUNDY, Director
Institutions & Departments

BOARD OF PUBLIC WELFARE
WILLIAM F. O'DONNELL, Chairman • WILLIS A. ERASMUS
EDWARD SCHROEDER • ERWIN A. DRICHTA • JOHN A. HEIDENREICH

JOHN R. PETERSEN, M.D.
Director of Medical Services



WESTMINSTER HOSPITAL

INCORPORATING

Queen Mary's Hospital Roehampton
Westminster Children's Hospital SW1
The Gordon Hospital SW1
All Saints Hospital SE11

Chief Medical Officer
Miss Margaret W. Mudge

Principal Tutor
Miss E. G. G. G.

March 18, 1970

APR 3 1970

Miss M. Dreier
Assistant Secretary
International Department
Royal College of Nursing and
National Council of Nurses
of the United Kingdom
Henrietta Place
Cavendish Square
London, W1, England

Telephone 01 225 3211 Ext 404

30 VINCENT SQUARE LONDON SW1

31st March, 1970

Dear Miss Dreier:

We will be delighted to have Miss Ella Gibbon visit
us on April 21, 1970.

Dear Miss Petzold,

Enclosed are our policies for visitors and a copy of
the program which has been planned for her.

We would be glad to have Miss Gibbon as our guest the
nights of April 20 and 21 if she wishes to stay her, and have
reserved the guest room in Walcott House, 32 Fruit Street, Boston,
for her. If her plans have been made to stay elsewhere, she should
come directly to my office in Ruth Sleeper Hall, 40 Parkman Street,
Boston, at nine o'clock the morning of Tuesday, April 21, 1970.

Sincerely yours,

I shall look forward to meeting you on
April 21st.

Encs.

NP:BF

Yours sincerely,

Natalie Petzold, R.N.

Director of the School of Nursing

Principal Tutor

Miss Natalie Petzold R.N.,
Director of the School of Nursing,
Massachusetts General Hospital,
BOSTON 02114.

March 16, 1970

Miss M. Dreier
Assistant Secretary
International Department
Royal College of Nursing and
National Council of Nurses
of the United Kingdom
Henrietta Place
Cavendish Square
London, W1, England

Dear Miss Dreier:

We will be delighted to have Miss Ella Gibson visit
us on April 21, 1970.

Enclosed are our policies for visitors and a copy of
the program which has been planned for her.

We would be glad to have Miss Gibson as our guest the
nights of April 20 and 21 if she wishes to stay here, and have
reserved the guest room in Walnut House, 32 Fruit Street, Boston,
for her. If her plans have been made to stay elsewhere, she should
come directly to my office in Ruth Slaughter Hall, 10 Parkman Street,
Boston, at nine o'clock the morning of Tuesday, April 21, 1970.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

Enc.
WP:WP



WESTMINSTER HOSPITAL

INCORPORATING

Queen Mary's Hospital Roehampton
Westminster Children's Hospital SW1
The Gordon Hospital SW1
All Saints' Hospital SE11

CHIEF NURSING OFFICER
Miss Marjorie W Mudge

PRINCIPAL TUTOR
Miss E Gibbon

APR 3 1970

Telephone 01-828 9811 Ext.404

From **WOLFSON SCHOOL OF NURSING 30 VINCENT SQUARE LONDON SW1**

31st March, 1970

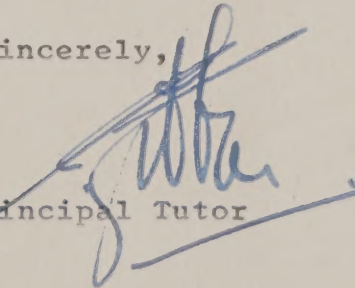
Dear Miss Petzold,

Miss Dreier has passed to me a copy of your letter addressed to her on March 18th and I am very pleased to note that it will be possible for me to visit you on April 21st.

While in Boston I shall be staying at Hotel Copley Square, 47 Huntingdon Avenue: the room is booked and I therefore shall not need to occupy your guest room in Walcott House, though I am most grateful for the offer.

I shall look forward to meeting you on ~~Thursday~~ ^{Tuesday}, April 21st.

Yours sincerely,


Principal Tutor

Miss Natalie Petzold R.N.,
Director of the School of Nursing,
Massachusetts General Hospital,
BOSTON 02114.

REVISED

MASSACHUSETTS GENERAL HOSPITAL
Department of Nursing

To: Participants in Miss Brown's Visit

From: G. T. DiMaggio, Associate Director, Department of Nursing

Miss Christine Brown, Chief Nursing Officer, King's College Hospital,
London, England will be visiting M.G.H. on Wednesday, April 22. Her
visitation schedule is as follows:

9:00 - 9:30	Miss DiMaggio
9:30 - 11:00	Staff Education and Tour
11:00 - 1:00	Miss Diamantis
1:00 - 2:00	Lunch
2:00 - 3:00	Miss DiMaggio, Mr. Gouveia, Mr. Phillips
3:00 - 4:00	Miss Macdonald
4:00	Miss Petzold

GDIM:nhf
4/15/70



SKIDMORE COLLEGE
Saratoga Springs, New York 12866
Office of the Dean of the College

APR 18 1970

✓
up

April 13, 1970

Dear Miss Petzold,

I thank you for your letter of March 20th which came while I was on vacation. I think that my letter to Miss Sherwin of March 25th probably came to your attention. In it I acknowledged Miss Muchunu's desire to terminate her observation on March 27.

I appreciate your evaluation of Elizabeth's experiences with you. It is valuable that she has discovered that her desire to teach in schools of Nursing in Kenya is not a practical goal. We are aware of the very difficult problem our African students have in returning home after four years to a country which is developing so rapidly that the absent one cannot anticipate the changes and present day needs.

Please accept my sincere thanks for your help and concern for Elizabeth. I know she enjoyed the stay with you. We are grateful to you and your associates for making this experience possible.

Sincerely yours,

Norma MacRury
Dean of the College

NM:mj

Miss Natalie Petzold, R. N.
Director of the School of Nursing
Massachusetts General Hospital
Boston, Massachusetts 02114

November 30, 1970

Sister Clair O'Leary, N.M.M.
Medical Missionaries of Mary
International Missionary Training Hospital
Our Lady of Lourdes
Drogheda
Co. Louth, Ireland

Dear Sister:

I have received your request for a period of observation directed toward methods of Nursing Education, and understand from it that you plan to visit various schools of nursing in the U.S.A. and Canada. Your reference to Master's level/post Master's level study puzzles me though. The Massachusetts General Hospital School of Nursing, of which I am the director, is a three year program leading to a diploma in nursing; we are not a degree granting institution. Are you planning visits to the college/university programs in Boston? Is your letter to me specifically requesting an observation period in a diploma program? If the latter is the case we shall be happy to try to plan a brief observation period, a few days duration, late in May, around some specific topics in areas which you would like to observe with us.

Enclosed you will find a copy of our Policies For Visitors.

Sincerely yours,

Enc.
NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing

MEDICAL MISSIONARIES OF MARY
INTERNATIONAL MISSIONARY TRAINING HOSPITAL
OUR LADY OF LOURDES,
DROGHEDA,
CO. LOUTH, IRELAND.

17/11/70

11th November, 1970.

Dear Madam,

I have been awarded a scholarship grant from The Edwina Mountbatten Trust to study methods of nurse education in U.S.A. and Canada. I received the Diploma of Nursing from the National University, Dublin, in 1963, and my experience has mainly been in Nigeria, but I have recently spent 18 months tutoring in the Princess Alexandra School of Nursing in The London Hospital. At present I hold the position of Director of Nursing Studies in the above hospital.

Miss M.S. Collins, Principal Director of Nursing Studies at The London Hospital has suggested I ask you for a period of observation in a basic nursing programme - master's level - post-masters study, and I would like, if possible, to spend at least two weeks with you.

I hope to be in Boston about the third week of May.

Looking forward to hearing from you and trusting that it will be possible for you to arrange this observation period for me.

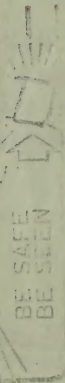
With every good wish.

Yours sincerely,

Sister Claire O'Leary M.H.M.
R.C. O'Leary, B.R.N., R.M.

PAR AVION

AIR LETTER
AERLITIR
AÉROGRAMME



First fold here

An dara filleadh anseo Second fold here

The Director of Nursing Studies,
Massachusetts General Hospital,
Boston,
Massachusetts,
U.S.A.

Má bhíonn aon ní istigh leis an aerlitir seo is leis an gnáthphost a seolfar i.
If anything is enclosed this letter will be sent by ordinary mail.

Ainm agus seoladh an tseoltóra

Sender's name and address

I.M.T.H., DROGHEDA, CO. LOUTH.

Cut here

Gearr anseo

MISS N. PETZOLD, RUTH SLEEPER HALL

FEB 24 1971

We are glad to have you try your skills in the hospital cafeteria.
If you wish.

As a student at Boston University, you probably have a plan
established there for care in illness. At February 24, 1971 facilities
in the Emergency Ward or the Massachusetts General Hospital Clinics for
Mr. Simon Hebrahtu. The full school of nursing does not assume
247 Cambridge Street
Allston, Massachusetts

Dear Mr. Hebrahtu:
This letter confirms our agreement yesterday at our
meeting here for you to observe certain science classes in our program
during three weeks in March, and to see how they fit into the Curriculum
of the school.

A copy of the school catalog 1970-72, has been mailed to
you. We shall be glad to talk with you about the Curriculum. You explained
that your Boston University commitments will prevent your attending a
curriculum committee meeting on Wednesday mornings.

You are free of appointments all day Tuesday and on
Mondays and Thursdays till noon and our freshman classes do not meet on
Wednesdays.

According to our schedules and plans, there will be laboratory
periods in the biological sciences every week until March 22. There will
be laboratory periods in Chemistry the week of February 22, but none
again till March 22.

The meeting times for the several courses are shown on
the schedules which Miss Gibbons has sent you. On Mondays and Thursdays
Anatomy meets 8 - 9 and Chemistry 9 - 10. On Tuesdays from 12 - 1
there is a meeting: March 2, in Anatomy; March 9 and thereafter, Microbiology.

We agreed that an instructor will meet you at Ruth
Sleeper Hall at Miss Petzold's office, where we met yesterday, on Tuesday,
March 2, 10 - 12 noon, to take you to the classroom.

You will need desk space and headquarters. Miss Audrey
Brady, Coordinator of First-Year Nursing, has suggested that room 31 or
room 32 in Ruth Sleeper Hall could be used for this. Both these rooms
are nursing laboratories, sometimes one and sometimes the other would be
available to you.

About payment of the fee for this experience: (\$25.00
weekly) Miss Connolly of Boston University has talked with Miss Petzold,
Director of the School. The school will address the bill for the fee
directly to Miss Virginia Arnold, Boston University School of Nursing, who
is the liaison person with the organization sponsoring you in Washington,
D. C.

February 28, 1971

Second

Mr. Simon Newman
217 Cambridge Street
Allston, Massachusetts

Dear Mr. Newman:

This letter confirms our agreement yesterday at our meeting here for you to observe certain science classes in our program during three weeks in March, and to see how they fit into the curriculum of the school.

A copy of the school catalog 1970-72, has been mailed to you. We shall be glad to talk with you about the curriculum. You explained that your Boston University commitments will prevent your attending a curriculum committee meeting on Wednesday morning.

You are free of appointments all day Tuesday and on Mondays and Thursdays till noon and our freshman classes do not meet on Wednesdays.

According to our schedules and plans, there will be laboratory periods in the biological sciences every week until March 22. There will be laboratory periods in Chemistry the week of February 22, but none again till March 22.

The meeting times for the several courses are shown on the schedules which Miss Gibson has sent you. On Mondays and Tuesdays Anatomy meets 8 - 9 and Chemistry 9 - 10. On Thursdays from 12 - 1 there is a meeting: March 2, in Anatomy; March 9 and thereafter, Microbiology.

We agreed that an instructor will meet you at Ruth Sleeper Hall at Miss Petzold's office, where we met yesterday, on Tuesday, March 2, 10 - 12 noon, to take you to the classroom.

You will need desk space and headquarters. Miss Audrey Brady, Coordinator of First-Year Nursing, has suggested that room 31 or room 32 in Ruth Sleeper Hall could be used for this. Both these rooms are nursing laboratories, sometimes one and sometimes the other would be available to you.

About payment of the fee for this experience: (\$25.00 weekly) Miss Connolly of Boston University has talked with Miss Petzold, Director of the School. The school will address the bill for the fee directly to Miss Virginia Arnold, Boston University School of Nursing, who is the liaison person with the organization sponsoring you in Washington, D. C.

MASSACHUSETTS DEPT. OF HEALTH

We are glad to have you buy your meals in the hospital cafeteria,
if you wish. *Peterson*

As a student at Boston University, you probably have a plan established there for care in illness. Of course, you may use facilities in the Emergency Ward or the Massachusetts General Hospital Clinics for health care at the usual fees. The MGH school of nursing does not assume responsibility for financial or other arrangements for health care of visitors.

We look forward to your time with us. Your experience as a nurse-midwife and teacher in Ethiopia is something our students and faculty will be much interested in, and we are so glad that you are coming.

This actually has underlined as follows.

Sincerely yours,

Sincerely yours,

Helen Sherwin
Coordinator of Science Instruction
and of Psychiatric Nursing and Therapies

Tuesday
 February 14, 1972 10:00-11:00
 12/lob
 March 9, 1972 10:00-11:00

Gibbons
Birrow
Shawin

Telephones: 726-3152 Miss Gibbons
726-3155 Miss Birrow
726-3158 Miss Sherwin

with their experiments and discussed the experiments with students and instructors.

Chemistry lecture. Paper read with essay.
Chemistry lecture. Discovered acid base.
Regulatory system of body.
Dr. Roberts contributed to
discussion.

cc Miss Petzold
Miss Gibbons
Miss Birrow

the fourth week, but he was not seen, nor in this (the fourth week). An appointment on March 14, 1934, was made with the Chairman of Curriculum Committee therefore, did not materialize.

to Miss Virginia Arnold at Boston University School of Nursing who is the liaison person with the organization in Washington sponsoring Mr. Holabird.

75/200
75/200

as Miss J. Petenold, Miss Virginia Arnold of N.Y., Miss T. ...
as Miss N. Petenold, Miss Virginia Arnold of N.Y., Miss T. ...

We are glad to have you pay your meals in the hospital cafeteria.
If you wish.

As a student at Boston University, you probably have a plan
established there for care in illness. Of course, you may use facilities
in the Emergency Ward or the Massachusetts General Hospital Clinics for
health care at the usual fees. The MGH school of nursing does not assume
responsibility for financial or other arrangements for health care of
visitors.

Don't be too far from us. Your experience as a
nurse-midwife and teacher in Europe is something our students and faculty
will be much interested in, and we are so glad that you are coming.
We have had you in our classes and in our homes in our previous
visits. We are sure you will find the hospital
of the city.

Sincerely yours,
A copy of the letter is being sent to the
you. We would be glad to talk with you about the University. We are
that your Boston University connections will provide your continuing
educational experience working on the Boston Harbor.

Coordinator of Science Instruction
and of Physical Education
For the year of 1934-1935, the following persons are
Boston and University will have the following persons in the
Boston.

According to the schedule and other things, there will be a
period in the afternoon every week from 12:00 to 1:00. This will
Telephone: 726-3153 Miss Gibson
726-3154 Miss Morrow
726-3155 Miss Sherrin
The meeting time for the various groups will be as
and scheduled with Miss Gibson from 12:00 to 1:00. The groups will be
Tuesday, March 12 - 1:00 to 2:00. The groups will be
there is a meeting March 12, in the afternoon from 1:00 to 2:00. The groups will be
The groups will be as follows: March 12, in the afternoon from 1:00 to 2:00. The groups will be
The groups will be as follows: March 12, in the afternoon from 1:00 to 2:00. The groups will be

It is agreed that the University will meet you in the
Boston Hall of the Boston University, where we are interested in the
March 12, 1934, to meet you in the afternoon.

We will meet each group and the University. The groups
of the Boston University. The groups will be as follows: March 12, in the afternoon from 1:00 to 2:00. The groups will be
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MASSACHUSETTS GENERAL HOSPITAL
 MASSACHUSETTS GENERAL HOSPITAL
 SCHOOL OF NURSING

To: Miss N. Petzold
 To: Miss N. Petzold
 From: H. Sherwin
 From: H. Sherwin

Re: Simon Nebharatu of Ethiopia
 Re: Simon Nebharatu of Ethiopia
 Student at Boston University

In regard to the requirements of his country that he have some hospital practice teaching, Miss Gibbons, Miss Birrow and I talked with Mr. Nebharatu here on February 18 for about an hour and made a tentative schedule for him in terms of his program and ours.

This actually has materialized as follows.

This actually has materialized as follows.

He attended the following meetings in the two weeks:

He attended the following meetings in the two weeks:

Date	Hour	Course
Date	Hour	Course
Tuesday		
Tuesday, 1971	10:00-11:00	Microbiology - Laboratory students read cultures.
March 2, 1971	10:00-11:00	Microbiology - Laboratory students read cultures of their Eye, Ear, Nose and Throat. Students did staining of cultures.

Tuesday		
Tuesday, 1971	10:00-11:00	Anatomy & Physiology Laboratory - Students
March 9, 1971	10:00-11:00	Anatomy & Physiology Laboratory - Students dissected preserved animals. Students did vital capacity and other respiratory experiments.

Mr. Nebharatu observed the lab. sessions, assisted students with their experiments and discussed the experiments with students and instructors.

Tuesday		
Tuesday, 1971	11:00-12:00	Chemistry lecture. Discussed acid base
March 2, 1971	11:00-12:00	Chemistry lecture. Discussed acid base regulatory system of body. to Mr. Nebharatu contributed to discussion.

Tuesday		
Tuesday, 1971	11:00-12:00	Chemistry lecture. Discussed lipid Chemistry.
March 9, 1971	11:00-12:00	Chemistry lecture. Discussed lipid Chemistry.

We expected him in a third week, but he has not come, nor in this (the fourth week). An appointment on March 16, which we had arranged with the Chairman of Curriculum Committee therefore, did not materialize.

The bill of \$25.00 for each of the two weeks is to go directly to Miss Virginia Arnold at Boston University School of Nursing; she is the liaison person with the organization in Washington sponsoring Mr. Nebharatu.

HS/leb
 HS/leb

3/25/71
 3/25/71

cc Miss N. Petzold, Miss Virginia Arnold of B.U., Miss H. Sherwin
 cc Miss N. Petzold, Miss Virginia Arnold of B.U., Miss H. Sherwin

SCHOOL OF NURSING

For: Miss M. Petrovich, also to have her name added in the hospital records.

From H. Sherry

This society was established as follows:

He attended the following meetings in the two weeks:

Date	Hour	Course
Tuesday March 5, 1971	10:00-11:00	Microbiology - Laboratory students read outlines of their Eye, Ear, Nose and Throat. Students did staining of cultures.
Tuesday March 9, 1971	10:00-11:00	Anatomy & Physiology Laboratory - Students dissected preserved animals. Students did vital capacity and other respiratory experiments.
Tuesday March 9, 1971	11:00-12:00	Chemistry Lecture. Discussed solid base regulatory system of body. Mr. Hesterman contributed to discussion.
Tuesday March 9, 1971	11:00-12:00	Chemistry Lecture. Discussed lipid chemistry.

The bill of \$25.00 for each of the two weeks is to go directly to Miss Virginia Arnold at Boston University School of Nursing who is the liaison person with the foundation in Washington sponsored by Mr. Hesterman. This (the fourth week). An appointment on March 10, which we had arranged with the Chairman of Curriculum Committee therefore, did not materialize.

He suggested him in a third week, but he has not come, nor in this (the fourth week).

5/25/6

do/er

cc Miss H. Petzold, Miss Virginia Arnold of D.C., Miss H. Starnes

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

To: Miss N. Petzold

From: H. Sherwin *HS*

Re: Simon Mebharatu of Ethiopia
Student at Boston University

In regard to the requirements of his country that he have some hospital practice teaching, Miss Gibbons, Miss Birrow and I talked with Mr. Mebharatu here on February 18 for about an hour and made a tentative schedule for him in terms of his program and ours.

This actually has materialized as follows.

He attended the following meetings in the two weeks:

<u>Date</u>	<u>Hour</u>	<u>Course</u>
Tuesday March 2, 1971	10:00-11:00	Microbiology - Laboratory students read cultures of their Eye, Ear, Nose and Throat. Students did staining of cultures.
Tuesday March 9, 1971	10:00-11:00	Anatomy & Physiology Laboratory - Students dissected preserved animals. Students did vital capacity and other respiratory experiments.
Tuesday March 2, 1971	11:00-12:00	Chemistry lecture. Discussed acid base regulatory system of body. Mr. Mebharatu contributed to discussion.
Tuesday March 9, 1971	11:00-12:00	Chemistry lecture. Discussed lipid Chemistry.

We expected him in a third week, but he has not come, nor in this (the fourth week). An appointment on March 16, which we had arranged with the Chairman of Curriculum Committee therefore, did not materialize.

The bill of \$25.00 for each of the two weeks is to go directly to Miss Virginia Arnold at Boston University School of Nursing; she is the liaison person with the organization in Washington sponsoring Mr. Mebrahtu.

HS/leb

3/25/71

cc Miss N. Petzold, Miss Virginia Arnold of B.U., Miss H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Observation Charges

NAME _____

FROM Simon Wehner _____

DATES (inclusive) OF OBSERVATION _____
March 1 - March 12, 1972

CHARGE: NUMBER OF DAYS _____ AT _____

//// WEEKS
TOTAL CHARGES 2 \$25.00

\$50.00

Credit to Cost Center 320-6570-7

NP:BF

PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Dept. of Health, Education, Welfare
Public Health Service - FSEB
Room 1004 HEW South Building
Washington, D.C. 20201

DATE VOUCHER PREPARED

4/5/71

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S
NAME
AND
ADDRESSSchool of Nursing
Massachusetts General Hospital
32 Fruit Street
Boston, Massachusetts 02114

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER
AND DATE
OF ORDERDATE OF
DELIVERY
OR SERVICEARTICLES OR SERVICES
(Enter description, item number of contract or Federal
supply schedule, and other information deemed necessary)QUAN-
TITY

UNIT PRICE

COST PER

AMOUNT

3/1-12/71

Observation experience at MGH
School of Nursing for:

Simon Nebrahtu of Ethiopia

2 wks

\$25

week

\$50.00

Credit to: Cost Center 320-6570-7

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

\$50.00

PAYMENT:

- ☐
- COMPLETE
-
- ☐
- PARTIAL
-
- ☐
- FINAL
-
- ☐
- PROGRESS
-
- ☐
- ADVANCE

DIFFERENCES

Amount verified; correct for

(Signature or initials)

MEMORANDUM

ACCOUNTING CLASSIFICATION

PIO/P 663-005-1-01005

Appro. 759/00812

Allot. 0-8301651

Obj. Class 41,00

Oblig. No. 663005

PAID BY

CHECK NUMBER

ON TREASURER OF THE UNITED STATES

CHECK NUMBER

ON (Name of bank)

CASH

DATE

3

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

April 22, 1971

Sister Clair O'Leary, S.R.N.R.M.N.T.Dip.
Medical Missionaries of Mary
International Missionary Training Hospital
Our Lady of Lourdes
Drogheda
Co. Louth, Ireland

Dear Sister:

Your letter to Miss Mary Macdonald has been referred to me, since plans for observation in the School of Nursing are made here.

In your letter to me of January 9th you wrote that you hoped to be in Boston sometime after the 2nd of May and that you would contact me when you arrived here. For this reason we have not corresponded with you further, although we have made plans for an observation period for you late in May as I had said we would in my letter to you of November 30, 1970.

It has now come to my attention indirectly, through your letter to Miss Macdonald, that you expect to attend a program at Boston College School of Nursing the week of May 10th, and would be free to visit here the week of May 17th. Unfortunately, the week of May 17th, for a variety of reasons, is not convenient for us to have visitors, and so I am writing to ask if you are to be in Boston the following week and if you could visit our School of Nursing on Tuesday, May 25 and Wednesday, May 26. Enclosed is a copy of the program which has been planned for you for those days.

I would appreciate hearing from you and knowing whether or not the above plan would be possible for you.

Sincerely yours,

Enc.
NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing

April 22, 1978

Sister Mary O'Leary, S.R.N.R.N.T.H.Q.
Medical Superintendent of Mary
International Hospital
Our Lady of Lourdes
Brooklands
Co. South, Ireland

Dear Sister:

Your letter to Sister Mary Macdonald has been received
to me, since plans for conversion in the School of Nursing are
made here.

In your letter to me of January 24th you wrote that you
hoped to be in Boston sometime after the end of May and that you
would contact me when you arrived here. For this reason we have
not corresponded with you further, although we have made plans for
an observation period for you late in May as I had said we would
in my letter to you of November 30, 1976.

It has now come to my attention indirectly, through your
letter to Sister Macdonald, that you expect to attend a program at
Boston College School of Nursing the week of May 10th, and would be
free to visit here the week of May 13th. Unfortunately, the week
of May 13th for a variety of reasons, is not convenient for us to
have visitors, and so I am writing to ask if you are to be in Boston
the following week and if you could visit our School of Nursing on
Tuesday, May 22 and Wednesday, May 23. Enclosed is a copy of the
program which has been planned for you for those days.

I would appreciate hearing from you and knowing whether
or not the above plan would be possible for you.

Sincerely yours,

Margaret I. Arnold, R.N.
Director of the School of Nursing

Enc.
MRS:R

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

1971
Sister Clair O'Leary, who will be visiting our School on May 25 and 26, is studying under a scholarship grant, methods of nurse education in the United States and Canada. Sister holds the position of Director of Nursing Studies at the International Missionary Training Hospital, Drogheda, Ireland.

Questions or communication concerning Sister's schedule on both these days should be directed to Miss Marjorie Grady, Coordinator, in Walcott #114 or hospital telephone extension #3169.

MRG/ey

American Hospital Association

840 NORTH LAKE SHORE DRIVE · CHICAGO, ILLINOIS 60611

TELEPHONE 312 645-9400 / CABLE ADDRESS: AMHOSP

JUN 15 1971

June 10, 1971

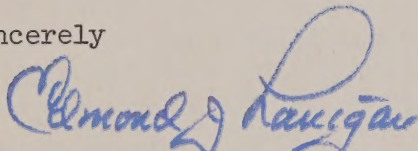
John Knowles, M.D.
General Director
Massachusetts General Hospital
Fruit St.
Boston, Massachusetts 02114

Dear Dr. Knowles

A group of 40 from the Japanese Nursing Association, Tokyo, Japan, will be visiting the United States for two weeks in October, and have asked us to tell you that they wish to visit your hospital and School of Nursing Wednesday morning, October 20.

We would appreciate anything you can do to make their stay a pleasant and informative one. Thank you for your kind cooperation.

Sincerely



Edmond J. Lanigan, Director
Convention and Meetings Bureau

lw

cc: Mr. Katsu Shiraishi, Japanese Nursing Assn.

June 21, 1971

Mr. Edmond J. Lanigan, Director
Convention and Meetings Bureau
American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Dear Mr. Lanigan:

Dr. Knowles has forwarded to me your letter requesting a visit to the Hospital and School of Nursing for a group of 40 from the Japanese Nursing Association on Wednesday morning, October 20.

We shall be happy to plan a brief program and tour for this group, and shall write to you at a later date to let you know the details of the program and the time at which we would be able to accommodate them.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

MF:BF

Schwester
Adelheid Schröder S.R.N.
Schwesternhochschule der Diakonie
1 Berlin 33
Auguste-Viktoria-Str. 75-78
Germany

AUG 30 1971
7 observations
August, the 26th

To
Miss Natalie Petzold
Director of Nursing
Massachusetts General Hospital
Fruit Street

BOSTON?

Massachusetts
U.S.A.

MNA will
write & her
+ suggest
other
contacts
w/ ANA +
ICN

Dear Miss Petzold,

With my questions and wishes I am referred to you by Miss Yolanda Mamone.

May I just introduce myself to you. Since April 1971 I am attending a
tutors Course at the high School for sisters at Berlin.

As a part of our course we have to practice tutoring for two month in
January and February 1972. Instead of practicing in Germany it is possible
to go to another country studying hospital work and life, training schools
for nurses and public health service.

In earlier times I have been in England for 1 1/2 years getting the English
registration and studying English training for nurses. Now I am very
interested in the American way of training because I have heard that it is
very different from our own.

I wonder if it would be possible for me coming to your hospital learning
a lot of American training for nurses and hospitals. Surely there are differ-
ences in your country as well. Therefore I would like to visit some other
hospitals as well during my time in the States.

Perhaps I should tell you that I do not need any money from you for me
staying and working in your school and hospital because I shall pay my
time in the States on my own.

Hoping that I explained clearly what I would like to do and to learn.
It would be very nice of you if you could answer my questions soon because
before I have not fixed up everything with you I cannot arrange the follow-
ing things at this school.

Sincerely

Adelheid Schröder

American Hospital Association

them
for
in good

TELEPHONE 312 645-0400 / CABLE AMHOSP

August 31, 1971

October 4, 1971

Miss Katsu Shiraishi, Executive Secretary
Japanese Nursing Association
8-2 Ban, 5 Chome, Jingumae 1, N.Y.
Shibuya-ku
Tokyo, Japan

Dear Miss Shiraishi:

Miss Petzold has asked me to share with you the details of the program she has planned for a group of 40 from the Japanese Nurses Association on Wednesday morning, October 20. I have enclosed a copy of the program and our policies concerning these observations. For this visit, the fee charge will be \$25.00 for the entire group.

Upon your review of this program, if there is any area in which the nurses are further interested, please advise me.

I will plan to meet the nursing visitors in the main lobby of the White Building of the Massachusetts General Hospital at 8:30 in the morning on Wednesday, October 20, 1971.

Sincerely yours,

(Mrs.) Marjorie Grady, Coordinator for
Program Development and
Educational Resources

Office Telephone Number
Area Code (617) 726-3169

MG/ey
encl.

August 31, 1971

Miss Katar Shirahata, Executive Secretary
Japanese Nursing Association
8-2 Ban, 2 Chome, Jingu
Shibuya-ku
Tokyo, Japan

Dear Miss Shirahata:

Miss Petzold has asked me to share with you the details of the program she has planned for a group of 10 from the Japanese Nurses Association on Wednesday morning, October 20. I have enclosed a copy of the program and our policies concerning these observations. For this visit, the fee charge will be \$25.00 for the entire group.

Upon your review of this program, if there is any area in which the nurses are further interested, please advise me.

I will plan to meet the nursing visitors in the main lobby of the White Building of the Massachusetts General Hospital at 8:30 in the morning on Wednesday, October 20, 1971.

Sincerely yours,

(Mrs.) Marjorie Grady, Coordinator for
Program Development and
Educational Resources

Office Telephone Number
Area Code (617) 726-3169

NOV 27
1971

American Hospital Association

840 NORTH LAKE SHORE DRIVE · CHICAGO, ILLINOIS 60611

TELEPHONE 312 645-9400 / CABLE ADDRESS: AMHOSP

*thru
for*

M. Gaddy.

October 4, 1971

OCT 8 1971

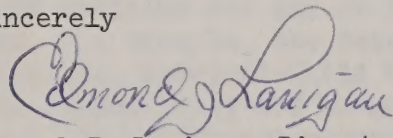
Miss Natalie Petzold, R.N.
Director of the School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

Dear Miss Petzold

We have learned from Katsu Shiraishi that there will be 15 visitors from the Japanese Nursing Association instead of the 40 that we previously expected.

They will visit your institution Wednesday morning, October 20.

Sincerely



Edmond J. Lanigan, Director
Conventions and Meetings Bureau

lw

cc: K. Shiraishi

2
mjs

Upon your review of this letter, if you feel you would like to pursue planning for a visit to our School, please write us directly and specify the week you wish to visit, so that we may confirm schedules. Again, speaking for Miss Petzold and myself, we were very happy to receive your thoughtfully written request and indeed hope that the program we have offered is applicable to your situation. We would certainly enjoy your visiting with us.

I have also enclosed a catalogue of our School of Nursing, which you will find contains our curriculum, program and facilities.

October 13, 1971

Schwester Adelheid Schroder S.R.N. Sincerely,
Schwesternhochschule der Diakonie
1 Berlin 33
Auguste-Viktoria-Str. 75-78
Germany

(Mrs.) Marjorie G. Grady,
Coordinator for Program Development
and Educational Resources

Dear Schwester Schroder:

Miss Petzold has asked me to write to you regarding your recent inquiry and request to visit our School. We were delighted to hear of your pursuit to learn more about nursing education in the United States and hope that the program we can offer will be helpful in assisting you toward fulfilling goals.

Our faculty can provide a 5 day observational experience, Monday through Friday, on either the week of January 10th or January 17th, 1972. We would be unable to extend this period of time beyond one week owing to faculty commitments, beginning and ending of courses, and semester arrangements. The type of program we have planned includes one day or less of observational activity in most curriculum areas. For example, the science and nursing courses of the First Year; Psychiatric Nursing, Maternal-Child Nursing, and Fundamentals of Community Health courses of the Second Year; and advanced Medical-Surgical Nursing experiences in the Third Year. The observations would include discussions with faculty members in the previously mentioned course areas and touring of the facilities. Your visit may also include selective attendance at class, clinical conferences and observation of instructor and student roles in the clinical area, if you desire. We have also planned a meeting with those faculty concerned with recruitment and selection of students for admission, and guidance and counseling activities for all students.

I am enclosing a statement on our School's policy concerning visitors to our program. We have found it necessary to initiate these guidelines owing to the advanced planning involved and the actual time our faculty may be away from their regular activities and responsibilities on the occasion of visitors to a department. As you will note, the fee charge is \$25.00 per day, and the total fee would depend upon the number of days you wish to remain with us. I would be able to arrange living accommodations for you in one of our nursing residences, which is in close proximity to the Hospital and the School. Such room costs would be \$5.00 per day. This charge does not include meals which can be purchased in our Hospital cafeteria or nearby restaurant areas at regular fees.

Your letter suggests you are hoping to visit other schools of nursing, hospitals or public health facilities in the United States. Perhaps you will find two nursing organizations: The American Nurses Association and the International Council of Nurses helpful in initiating contact and planning for such. I have enclosed their official addresses at the end of this letter.

October 13, 1971

Schwester Adelheid Schroder, S.R.N.
Schwesternhochschule der Diakonisse
1 Berlin 33
Angsta-Viktoria-Str. 75-78
Germany

Dear Schwester Schroder:

Miss Petzold has asked me to write to you regarding your recent inquiry and request to visit our school. We were delighted to hear of your pursuit to learn more about nursing education in the United States and hope that the program we can offer will be helpful in assisting you toward fulfilling goals.

Our faculty can provide a 5 day observational experience, Monday through Friday, on either the week of January 10th or January 17th, 1972. We would be unable to extend this period of time beyond one week owing to faculty commitments, beginning and ending of courses, and semester arrangements. The type of program we have planned includes one day or less of observational activity in most curriculum areas. For example, the science and nursing courses of the First Year; Psychiatric Nursing, Maternal-Child Nursing, and Fundamentals of Community Health courses of the Second Year; and advanced Medical-Surgical Nursing experiences in the Third Year. The observations would include discussions with faculty members in the previously mentioned course areas and touring of the facilities. Your visit may also include selective attendance at classes, clinical conferences and observation of instructor and student roles in the clinical area, if you desire. We have also planned a meeting with those faculty concerned with recruitment and selection of students for admission, and guidance and counseling activities for all students.

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Upon your review of this letter, if you feel you would like to pursue planning for a visit to our School, please write me directly and specify the week you wish to visit, so that we may confirm schedules. Again, speaking for Miss Petzold and myself, we were very happy to receive your thoughtfully written request and indeed hope that the program we have offered is applicable to your situation. We would certainly enjoy your visiting with us.

I have also enclosed a catalogue of our School to familiarize you with our curriculum, program and facilities.

Very truly,
Most Sincerely,

Helene Petzold
1 Berlin St
Augusta-Victoria-Stn, 75-78
Augusta

(Mrs.) Marjorie G. Grady,
Coordinator for Program Development
and Educational Resources

Helene Petzold

MGG/ey
encl.

When Helene has asked me to write to you regarding your recent inquiry and request to visit our School, we were delighted to hear of your interest to learn more about nursing education in the United States and hope that the program we can offer will be helpful in considering our School's program.

International Council of Nurses
Box 42
1211 Geneva 20
Switzerland

American Nurses' Association
10 Columbus Circle
New York, New York 10019

(also)

Massachusetts Nurses Association
20 Ashburton Place
Boston, Massachusetts 02108

Our School is a private hospital-based nursing school. We would be pleased to have you visit our School. The type of program we have planned includes one day or long-term experience in our hospital setting. For example, the student will observe the work of the First Army Hospital. The student will observe the work of the hospital's health services department. The student will observe the work of the hospital's medical services department. The student will observe the work of the hospital's nursing services department. The student will observe the work of the hospital's administrative services department. The student will observe the work of the hospital's educational services department. The student will observe the work of the hospital's research services department. The student will observe the work of the hospital's community services department. The student will observe the work of the hospital's legal services department. The student will observe the work of the hospital's financial services department. The student will observe the work of the hospital's information services department. The student will observe the work of the hospital's physical services department. The student will observe the work of the hospital's human resources services department. The student will observe the work of the hospital's quality assurance services department. The student will observe the work of the hospital's risk management services department. The student will observe the work of the hospital's safety services department. The student will observe the work of the hospital's security services department. The student will observe the work of the hospital's environmental services department. The student will observe the work of the hospital's food services department. The student will observe the work of the hospital's laundry services department. The student will observe the work of the hospital's linen services department. The student will observe the work of the hospital's waste management services department. The student will observe the work of the hospital's pest control services department. The student will observe the work of the hospital's fire services department. The student will observe the work of the hospital's emergency services department. The student will observe the work of the hospital's disaster services department. The student will observe the work of the hospital's crisis services department. The student will observe the work of the hospital's public relations services department. The student will observe the work of the hospital's media services department. The student will observe the work of the hospital's community relations services department. The student will observe the work of the hospital's government relations services department. The student will observe the work of the hospital's industry relations services department. The student will observe the work of the hospital's academic relations services department. The student will observe the work of the hospital's professional relations services department. The student will observe the work of the hospital's international relations services department. The student will observe the work of the hospital's interfaith services department. The student will observe the work of the hospital's interethnic services department. The student will observe the work of the hospital's interlingual services department. The student will observe the work of the hospital's intercultural services department. The student will observe the work of the hospital's intergenerational services department. The student will observe the work of the hospital's interclass services department. The student will observe the work of the hospital's intersex services department. The student will observe the work of the hospital's interability services department. The student will observe the work of the hospital's interfaith services department. The student will observe the work of the hospital's interethnic services department. The student will observe the work of the hospital's interlingual services department. The student will observe the work of the hospital's intercultural services department. The student will observe the work of the hospital's intergenerational services department. The student will observe the work of the hospital's interclass services department. The student will observe the work of the hospital's intersex services department. The student will observe the work of the hospital's interability services department.

Your letter suggests you are looking for other schools of nursing, hospitals or public health institutions in the United States. Perhaps you will find our nursing program. The American Nurses Association and the International Council of Nurses helped in establishing nursing and planning for such. I have enclosed their official statements at the end of this letter.

atention. We would certainly enjoy your visiting with us. request and indeed hope that the program we have offered is applicable to your Miss Petzold and myself, we were very happy to receive your thoughtfully written week you wish to visit, so that we may confirm schedules. Again, speaking for planning for a visit to our School, please write me directly and specify the Upon your review of this letter, if you feel you would like to pursue

I have also enclosed a catalogue of our School to familiarize you with our curriculum, program and facilities.

Most Elnorely

(Mrs.) Marjorie G. Brady,
Coordinator for Program Development
and Educational Resources

0907
MCC/09

International Council of Nurses

Box 115
1111 Geneva St
Baltimore

New York, New York 10013
10 Columbus Circle
American Nurses' Association

(or. Es)

Massachusetts Nurses Association
20 Ashburton Place
Boston, Massachusetts 02108

2.

Upon your review of this letter, if you feel you would like to pursue planning for a visit to our School, please write us directly and specify the week you wish to visit, so that we may confirm schedules. Again, speaking for Miss Petzold and myself, we were very happy to receive your thoughtfully written request and indeed hope that the program we have offered is suitable to your situation. We would certainly enjoy your visit.

October 13, 1971

I have also enclosed a catalogue of our School to familiarize you with our curriculum, program and facilities.

Schwester Adelheid Schroder S.R.N.
Schwesternhochschule der Diakonie
1 Berlin 33
Auguste-Viktoria-Str. 75-78
Germany

Best sincerely,

Dr. J. Barbara A. Gray,
Coordinator for Program Development

Dear Schwester Schroder:

Miss Petzold has asked me to write to you regarding your recent inquiry and request to visit our School. We were delighted to hear of your pursuit to learn more about nursing education in the United States and hope that the program we can offer will be helpful in assisting you toward fulfilling goals.

Our faculty can provide a 5 day observational experience, Monday through Friday, on either the week of January 10th or January 17th, 1972. We would be unable to extend this period of time beyond one week owing to faculty commitments, beginning and ending of courses, and semester arrangements. The type of program we have planned includes one day or less of observational activity in most curriculum areas. For example, the science and nursing courses of the First Year; Psychiatric Nursing, Maternal-Child Nursing, and Fundamentals of Community Health courses of the Second Year; and advanced Medical-Surgical Nursing experiences in the Third Year. The observations would include discussions with faculty members in the previously mentioned course areas and touring of the facilities. Your visit may also include selective attendance at class, clinical conferences and observation of instructor and student roles in the clinical area, if you desire. We have also planned a meeting with those faculty concerned with recruitment and selection of students for admission, and guidance and counseling activities for all students.

I am enclosing a statement on our School's policy concerning visitors to our program. We have found it necessary to initiate these guidelines owing to the advanced planning involved and the actual time our faculty may be away from their regular activities and responsibilities on the occasion of visitors to a department. As you will note, the fee charge is \$25.00 per day, and the total fee would depend upon the number of days you wish to remain with us. I would be able to arrange living accommodations for you in one of our nursing residences, which is in close proximity to the Hospital and the School. Such room costs would be \$5.00 per day. This charge does not include meals which can be purchased in our Hospital cafeteria or nearby restaurant areas at regular fees.

Your letter suggests you are hoping to visit other schools of nursing, hospitals or public health facilities in the United States. Perhaps you will find two nursing organizations: The American Nurses Association and the International Council of Nurses helpful in initiating contact and planning for such. I have enclosed their official addresses at the end of this letter.

Dear Mr. [Name] of the [Institution] in [City], [State], [Country]:
I am writing to you in response to your letter of [Date] regarding the [Topic].
I am pleased to hear that you are interested in the [Topic] and would like to [Action].
I am sure that your [Institution] will find this information [Useful/Interesting].
I am sure that your [Institution] will find this information [Useful/Interesting].

Yours faithfully,
[Signature]
[Name]
[Title]
[Institution]
[Address]
[City], [State], [Country]

Schwester Adelheid Schoderer, S.N.M.
Schwesternschule der Diakonie
1 Berlin 22
Augusta-Viktoria-Str. 75-76
Germany

Dear Schwester Schoderer:

Miss [Name] has asked me to write to you regarding your recent inquiry and request to visit our School. We were delighted to hear of your parents' interest in nursing education in the United States and hope that the program we can offer will be helpful in assisting you toward fulfilling goals.

Our faculty can provide a 5 day observational experience, Monday through Friday, on either the week of January 10th or January 17th, 1972. We would be unable to extend this period of time beyond one week ending to faculty commitments, beginning and ending of courses, and semester arrangements. The type of program we have planned includes one day or less of observational activity in most areas. For example, the science and nursing courses of the First Year, Psychiatric Nursing, Maternal-Child Nursing, and Fundamentals of Community Health courses of the Second Year; and advanced Medical-Surgical Nursing experiences in the Third Year. The observations would include discussions with faculty members in the previously mentioned course areas and touring of the facilities. Your visit may also include selective attendance at classes, clinical conferences and observation of instructor and student roles in the clinical area, if you desire. We have also planned a meeting with those faculty concerned with recruitment and selection of students for admission, and guidance and counseling activities for all students.

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Your letter suggests you are hoping to visit other schools of nursing, hospitals or public health facilities in the United States. Perhaps you will find two nursing organizations: The American Nurses Association and the International Council of Nurses helpful in initiating contact and planning for such a visit.

Upon your review of this letter, if you feel you would like to pursue planning for a visit to our School, please write me directly and specify the week you wish to visit, so that we may confirm schedules. Again, speaking for Miss Petsold and myself, we were very happy to receive your thoughtfully written request and indeed hope that the program we have offered is applicable to your situation. We would certainly enjoy your visiting with us.

I have also enclosed a catalogue of our School to familiarize you with our curriculum, program and facilities.

Most Sincerely,

Miss Natalie Petsold
Director of the School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts

(Mrs.) Marjorie G. Grady,
Coordinator for Program Development
and Educational Resources

MGG/ey
encl.

Dear Miss Petsold:

It has been our great pleasure to have you as a representative of
visiting your hospital and school. We are very happy to have you with
your well-organized and efficient staff. We are also very happy to have
you as a representative of the International Council of Nurses.

International Council of Nurses
Box 42
1211 Geneva 20
Switzerland

American Nurses' Association
10 Columbus Circle
New York, New York 10019

(also)

Massachusetts Nurses Association
20 Ashburton Place
Boston, Massachusetts 02108

Upon your review of this letter, if you feel you would like to pursue planning for a visit to our School, please write me directly and specify the week you wish to visit, so that we may confirm schedules. Again, speaking for Miss Petzold and myself, we were very happy to receive your thoughtfully written request and indeed hope that the program we have offered is applicable to your situation. We would certainly enjoy your visiting with us.

I have also enclosed a catalogue of our School to familiarize you with our curriculum, program and facilities.

Most sincerely,

(Mrs.) Marjorie O. Gandy,
Coordinator for Program Development
and Educational Resources

Miss Petzold has asked me to write to you regarding your recent inquiry and request to visit our School. It was delighted to hear of your interest in our school and we are happy to have you visit. The school is located in the heart of the city and is a beautiful building.

International Council of Nurses
New York
1212 Avenue
Switzerland
American Nurses' Association
10 Columbia Circle
New York, New York 10019
(also)
Hastings Nurses Association
20 Ashburton Place
Boston, Massachusetts 02108

Our program is designed to provide a comprehensive education for nurses. We offer a variety of courses and programs to meet the needs of our students. Our faculty is highly qualified and experienced. We are committed to providing a high quality education for all of our students.

Our school is a member of the International Council of Nurses and the American Nurses' Association. We are proud to be part of these organizations and to provide a high quality education for our students.



JAPANESE NURSING ASSOCIATION

2-8 Ban 5 Chome, Jingumae
Shibuya-ku, Tokyo, Japan

November 16, 1971

NOV 23 1971

MISS YUKIE KOJIMA
EXECUTIVE OFFICER
JAPANESE NURSING ASSOCIATION
2-8 BAN 5 CHOME JINGUMAE
SHIBUYA-KU TOKYO JAPAN

Miss Natalie Petzold
Director of the School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

Dear Miss Petzold:

It has been our great pleasure to have had an opportunity of visiting your hospital and school. We are most impressed with your well-organized nursing education system, with 60 faculties devoting their enthusiasm for preparation of competent nurses. Nursing care given to the post-operation patients at the hospital was also remarkable.

Throughout our busy trips to various institutions in your country, we have gained the confidence that the nursing is one, without distinction of nation, race or climate, and the nurses in the world should be united one.

On behalf of all the participants of the tour, I would like to express my utmost thanks to you and the staffs for everything you have done for us to make our stay most beneficial and pleasant one.

Sincerely yours,

Yukie Kojima

Yukie Kojima
Executive Officer



JAPANESE NURSING ASSOCIATION

2-8 Ban 5 Chome, Jingumae
Shibuya-ku, Tokyo, Japan

November 16, 1971

NOV 22 1971

Miss Natalie Petzold
Director of the School of Nursing
Massachusetts General Hospital
Fruit Street
Boston, Massachusetts 02114

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On behalf of all the participants of the tour, I would like to express my utmost thanks to you and the staffs for everything you have done for us to make our stay most beneficial and pleasant one.

Sincerely yours,

Yukie Kojima
Yukie Kojima
Executive Officer

MISS YUKIE KOJIMA

EXECUTIVE OFFICER

JAPANESE NURSING ASSOCIATION

ADD: 5-8-2 JINGUMAE SHIBUYA-KU

TOKYO, JAPAN

TEL: 400-8 3 31

社団法人 日本看護協会

専務理事 小島 工 牛

東京都港区神宮寺五丁目八番二号
電話 〇三(内)八三三三一 番

1-25781FF-121 Relationships With Academic + Clinical Agencies I School of Nursing

